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2000

**URBAN
MUNICIPAL**

AGENDAS/MINUTES
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

JAN. 26, 2000 ...

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A35
2000

**URBAN
MUNICIPAL**

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FEB 07 2000

GOVERNMENT DOCUMENTS

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Wednesday, January 26, 2000
12:00 Noon
Hamilton Convention Centre, Room 314**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. **Opening Remarks**

ACTION ITEMS

- A. **Confirmation of Proceedings**
- B. **Appointment of Auditors**

**Attachment A
Attachment B**

INFORMATION ITEMS

2. **Minutes of Annual Meeting January 27, 1999**

Attachment 2

- 2.1 **Errors of Omissions**
- 2.2 **Motion to Approve**

3. **New Business**
4. **Other Business**
5. **Adjournment**

OUTSTANDING BUSINESS

Nil

January 20, 2000
Patricia Bennett
Legislative Assistant

PROBATION DEPT.

A. Confirmation of Proceedings

THAT ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

B. **Appointment of H.E.C.F.I. Board**
and City of Hamilton Auditors

THAT H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

Note: The City of Hamilton appointed the firm of KPMG, Chartered Accountants for the year 1999.

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Wednesday, 27, 1999
12:00 Noon
Hamilton Convention Centre, Room 314**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor R. Morrow
Alderman R. Corsini
Alderman B. Kelly
Ms. B. Campbell
Mr. S. Monzavi
Mr. J. Nelson
Mr. W. Ingleby
Mr. A. Skrypniak
Mr. F. Deys
Mr. P. DeCaria
Mr. R. Baboth

ALSO PRESENT:

Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

Alderman Anderson called the meeting to order at 12:10 p.m.

1. Minutes of Annual Meeting February 13, 1998

MOVED by Mrs. Dow, seconded by Mr. Ingleby that

THE MINUTES OF THE ANNUAL MEETING OF FEBRUARY 13, 1998 BE APPROVED.

MOTION CARRIED.

2. Confirmation of Proceedings

MOVED by Mr. Monzavi, seconded by Mr. Skrypniak that

ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

3. Reaffirmation of H.E.C.F.I. Board/City of Hamilton Auditors

MOVED by Alderman Corsini, seconded by Mr. Monzavi that

H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

MOTION CARRIED.

4. Adjournment

The meeting adjourned at 12:15 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

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A35
2000

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

URBAN
MUNICIPAL

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, January 26, 2000
12:00 Noon
Hamilton Convention Centre
Room 314

URBAN MUNICIPAL

FEB 04 2000

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks
2. Oath of Appointed Office : Citizen Appointees Attachment 2
3. Election of Officers
Appointment of Committee Membership Attachment 3
4. Standing Committee Terms of Reference Attachment 4
5. Board and Standing Committee Meeting Schedule Attachment 5

ACTION ITEMS
INFORMATION ITEMS

6. Correspondence Attachment 6
7. Minutes of Regular Meeting Held December 20, 1999 Attachment 7
 - 7.1 Errors or Omissions
 - 7.2 Motion for Approval
8. Business Arising from the Minutes
9. Reports
 - 9.1 Financial Summary for the Twelve Month Period
Ended December 31, 1999 Circulated at
Meeting
 - 9.2 Report from Director of Operations/Events Delivery Attachment 9.2
 - 9.3 Confirmed Events – January 2000– March 2000 Attachment 9.3
10. Private and Confidential
11. New Business
12. Other Business
13. Date of Next Meeting: Wednesday, February 23, 2000
14. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
- (ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium

January 18, 2000
Patricia Bennett
Legislative Assistant

UNRECORDED

NOV 14 1961

GOVERNMENT DOCUMENTS

2

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Legislative Assistant

DATE: January 26, 2000

SUBJECT: OATH OF APPOINTED OFFICE

RECOMMENDATION:

THAT THE FOLLOWING CITIZENS, Messrs. Fred Deys, Andy Skrypniak and Mrs. Mary Dow, APPOINTED BY CITY COUNCIL AT ITS MEETING HELD 1999 NOVEMBER 30 TO SERVE ON THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. FOR A TERM TO EXPIRE 2002 DECEMBER 31, TAKE THE OATH OF APPOINTED OFFICE.

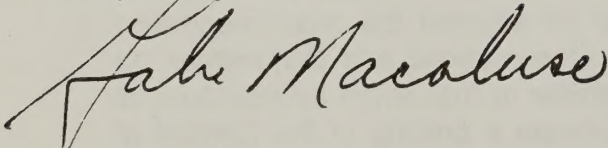
BACKGROUND:

- City Council, at its meeting held 1991 October 29 adopted the recommendation *"That citizens appointed by Council to Boards, Commissions and Committees be required to take an Oath of Appointed Office, similar to that taken by members of City Council..."* and *"... that the City Solicitor provide a briefing of the Conflict of Interest rules and their practical application to all successful applicants prior to assuming their appointed responsibilities."*
- Mayor Morrow, or in his absence, the City Clerk will administer the Oath of Appointed Office as follows:

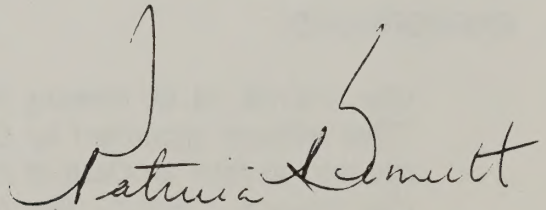
"I,....., do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of Member/Director of the Hamilton Entertainment and Convention Facilities Board, to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the H.E.C.F.I. corporation except that arising out of my office as Member/Director.

- A copy of the City Solicitor's March 3, 1992 memorandum respecting Conflict of Interest Guidelines is attached.
- A copy of the *Municipal Conflict of Interest Act, 1983, February 1989* is also attached.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO



Patricia Bennett
Legislative Assistant

End.

CORPORATION OF THE CITY OF HAMILTON
MEMORANDUM

.....

TO: Member
Board/Committee
City of Hamilton

FROM: P. Noel Johnson
City Solicitor
Law Department

PHONE: 546-4520

SUBJECT: Conflict of Interest Guidelines

DATE: 1992 March 3

WELCOME TO PUBLIC SERVICE! By accepting the appointment to serve your community as a Citizen member in the City of Hamilton's Board/Committee structure, you will be subject to ethical guidelines that apply to Municipal Public service.

Those in public service must engender the public's confidence in exercising their authority in the best interests of that public, untouched by the perception of personal gain. The integrity of the member is not in question; each member, however, must ensure that their personal interests may not influence (or be perceived to influence) their public decisions.

To encourage citizens to participate in the democratic process and guide them through the issue of potential economic conflict between personal and public interest, the Province of Ontario has enacted rules set down in Statute (the Municipal Conflict of Interest Act); these rules have been interpreted by a growing volume of case law. This Statute is currently the subject of a report by the *Municipal Conflict of Interest Consultation Committee* to the Minister of Municipal Affairs (July 1991). This Committee has recommended a statement of purpose to clarify the intent of the legislation:

- ♦ to preserve the integrity of the local government decision-making process;
- to ensure that members' personal pecuniary interests do not affect their public duties;
- ♥ to ensure that members do not use their public office to further their personal pecuniary interests;
- ▲ to provide a procedure for disclosure of pecuniary interest and for withdrawal from the decision-making process where the personal pecuniary interest of a member may conflict with the public interest (where exceptions do not apply).

Municipal Conflict of Interest Act, 1983

**Statutes of Ontario, 1983
Chapter 8**

**as amended by
1986, Chapter 64, s. 38 and
1988, Chapter 31, s. 17**

Loi de 1983 sur les conflits d'intérêts municipaux

**Lois de l'Ontario de 1983
Chapitre 8**

**tel qu'il est modifié par
l'art. 38 du chap. 64 de 1986
et l'art. 17 du chap. 31
de 1988**

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**Imprimé par Dennis P. Caplan,
"Imprimeur de la Reine pour l'Ontario"**

OFFICE CONSOLIDATION

THIS CONSOLIDATION IS PREPARED FOR PURPOSES OF CONVENIENCE ONLY, AND FOR ACCURATE REFERENCE RECOURSE SHOULD BE HAD TO THE STATUTES.

THE FRENCH TEXT OF THIS ACT HAS NOT BEEN ENACTED BY THE LEGISLATIVE ASSEMBLY, BUT IT IS AN OFFICIAL TRANSLATION WHICH MAY BE ADMITTED IN EVIDENCE UNDER SUBSECTION 25 (2) OF THE EVIDENCE ACT, CHAPTER 146 OF THE REVISED STATUTES OF ONTARIO, 1980.

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CHAPTER 8

Municipal Conflict of Interest Act, 1983

Definitions

1. In this Act.

- (a) "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")
- (b) "controlling interest" means the interest that a person has in a corporation when he beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")
- (c) "council" means the council of a municipality other than an improvement district and means the board of trustees of a municipality that is an improvement district; ("conseil")
- (d) "elector" means,
 - (i) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and
 - (ii) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")
- (e) "interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

- (f) "judge" means a judge of the county or district court of the county or district in which the municipality or the administrative or head office of the local board is situate, or if, through illness or absence there is no judge of that court able to act, a judge of the county or district court of a county or district that adjoins the county or district in which the municipality or the administrative or head office of the local board is situate: ("juge")
- (g) "local board" means a school board, board of directors of a children's aid society, committee of adjustment, committee of management of a community recreation centre, conservation authority, court of revision, land division committee, public utilities commission, public library board, board of management of an improvement area, board of park management, board of health, board of commissioners of police, planning board, district welfare administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a home for the aged, suburban roads commission or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board, a local services board or a negotiating committee appointed under the *Municipal Boundary Negotiations Act, 1981*: ("conseil local")
- (h) "meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be: ("réunion")
- (i) "member" means a member of a council or of a local board: ("membre")
- (j) "municipality" means the corporation of a county, city, town, village, township or improvement district or of a metropolitan, regional or district municipality and a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a com-

munity recreation centre appointed by a school board, a local roads board or a local services board; ("municipalite")

- (k) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; ("pere ou mere")
- (l) "school board" means a board of education, public school board, secondary school board, Roman Catholic separate school board or Protestant separate school board and includes a divisional board of education; ("conseil scolaire")
- (m) "senior officer" means the chairman or any vice-chairman of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")
- (n) "spouse" means a person of the opposite sex to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") 1983, c. 8, s. 1; 1986, c. 64, s. 38.

Indirect
pecuniary
interest

2. For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) he or his nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,
 that has a pecuniary interest in the matter; or
- (b) he is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. 1983, c. 8, s. 2.

Interest of
certain
relatives
deemed that
of member

3. For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. 1983, c. 8, s. 3.

EXCEPTIONS

Where s. 3
does not
apply

4. Section 3 does not apply to a pecuniary interest in any matter that a member may have.

- (a) as a user of any public utility service supplied to him by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of his being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of his purchasing or owning a debenture of the municipality or local board;
- (d) by reason of his having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to him in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or under the *Local Improvements Act*;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of his being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of his being a member of a board, commission, or other body as an appointee of a council or local board;

R.S.O. 1980,
c. 126, 230

R.S.O. 1980,
c. 31

R.S.O. 1980,
c. 102

- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which he may be entitled by reason of being a member or under a by-law passed pursuant to section 252 of the *Municipal Act*, or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. 1983, c. 8, s. 4.

DUTY OF MEMBER

When
present at
meeting at
which matter
considered

5.—(1) Where a member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, he,

- (a) shall, prior to any consideration of the matter at the meeting, disclose his interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where
member is
leave absent
meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

When absent
from meeting
at which
matter
considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of his absence from the meeting referred to therein, the member shall disclose his interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by him after the meeting referred to in subsection (1). 1983, c. 8, s. 5.

Disclosures to
be recorded
in minutes

6.—(1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. 1983, c. 8, s. 6.

REMEDY FOR LACK OF QUORUM

Quorum
deemed
constituted

7.—(1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, notwithstanding any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Application
to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge on an *ex parte* basis for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises.

Power of
judge to
declare s. 5
not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. 1983, c. 8, s. 7.

ACTION WHERE CONTRAVENTION ALLEGED

Who may try
alleged
contravention
of s. 5 (1-3)

8. The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. 1983, c. 8, s. 8.

Who may
apply to
judge

9.—(1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to

the judge by way of originating notice of motion in the manner prescribed by the rules of court for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3).

Contents of
notice of
motion

(2) The elector in his notice of motion shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3).

Time for
bringing
application
limited

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. 1983, c. 8, s. 9.

Power of
judge to
declare seat
vacant,
disqualify
member and
require
restitution

10.—(1) Subject to subsection (2), where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), he,

- (a) shall, in the case of a member, declare the seat of the member vacant; and
- (b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and
- (c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he is a member or former member.

Saving by
reason of
inadvertence
or bona fide
error

(2) Where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of a *bona fide* error in judgment, the member is not subject to having his seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1).

Member
not to be
suspended

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. 1983, c. 8, s. 10.

Appeal to
Divisional
Court

11.—(1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court.

Judgment or
order final

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or

the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal.

Appeal from
order or new
trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. 1983, c. 8, s. 11.

Proceedings
not
invalidated
but voidable

12. The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). 1983, c. 8, s. 12.

Procedure
substantiated
for quor
various
proceedings

13. Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under the provisions of this Act. 1983, c. 8, s. 13.

GENERAL

Insurance
R.S.O. 1980,
c. 302

14.—(1) Notwithstanding section 248 of the *Municipal Act*, the council of every municipality may at any time pass by-laws,

(a) for contracting for insurance;

R.S.O. 1980,
c. 318

(b) notwithstanding the *Insurance Act*, to enable the municipality to act as an insurer; and

(c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*.

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses.

R.S.O. 1980,
c. 118 does
not apply

(1a) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1).

Surplus funds
R.S.O. 1980,
c. 118

(1b) Notwithstanding subsections 340 (1) and (2) of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in such securities as a municipality may invest in under subsection 165 (2) of the *Municipal Act*.

R.S.O. 1980,
c. 102

Reserve
funds

(1c) The moneys raised for a reserve fund of a municipal reciprocal exchange may be expended, pledged or applied to a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 339 of the *Insurance Act* is complied with. 1988, c. 31, s. 17.

Local boards

(2) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members.

Former
members

(3) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. 1983, c. 8, s. 14 (2, 3).

Conflict with
other Acts

15. In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. 1983, c. 8, s. 15.

3

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Legislative Assistant

DATE: January 26, 2000

SUBJECT: **ELECTION OF OFFICERS :
APPOINTMENT OF COMMITTEE MEMBERSHIP
VOTING PROCEDURES and BACKGROUND INFORMATION**

The following is voting criteria which is forwarded to you simply as a reminder of procedures to be followed during the election of officers and committee membership appointments:

- (i) Someone other than a Board Member must assume the Chair for the purpose of the election of the Chairman; thereafter the elections may be conducted by the newly elected Chairman;
- (ii) In respect of the election of the Chairman, First Vice-Chairman and Second Vice-Chairman, Bill Pr34 states as follows: clause 11 (4), "*At least one of the Chairman or First Vice-Chairman or second Vice-Chairman shall be a member of Council and at least one of them shall not be a Member of Council*"; and clause 11 (5), "*The Chairman, First Vice-Chairman and Second Vice-Chairman are eligible for re-election.*"
- (iii) Upon request by any Director of the Board, the balloting for elections shall be by secret ballot;
- (iv) Should only one person be nominated for a position then that person is declared elected by acclamation;
- (v) In order for an individual to become elected there must be a majority vote. If all members are not in attendance then the majority decreases accordingly;
- (vi) Should two or more individuals be nominated, no majority is reached and the individual with the least number of votes is dropped from the ballot. This procedure is continued until a majority is reached;

- (vii) Should a tie vote occur, a second ballot is taken. If the results of the second ballot remains a tie, the officer is elected by means of a draw by lot;
- (viii) Directors must be present in order to vote; proxy votes are not permitted;
- (vix) Directors may be elected/appointed if he/she is absent from the meeting. (A letter of acceptance or some other means of conveyance of acceptance should exist).
- (x) In respect of Standing Committees, H.E.C.F.I.'s By-Law No. 6 approved at the Board's February 8, 1993 Regular meeting, states as follows:

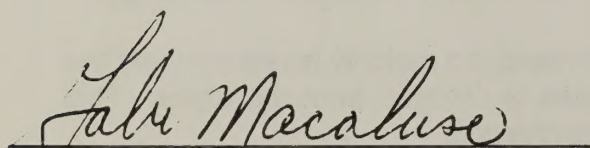
"Each Committee appointed shall be composed of not less than five (5) members of the Board, including the Mayor, the Chairman of the Board and three others.

All Committee Members shall be appointed annually by the full Board at its meeting held immediately subsequent to the Annual Meeting.

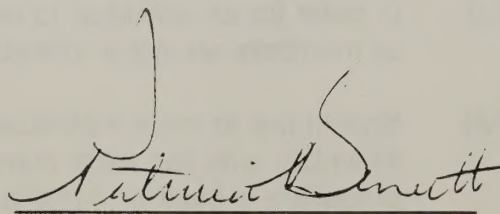
A Chairman and a Vice-Chairman of each Standing Committee shall be elected by the full Board at its meeting held immediately subsequently to the Annual Meeting."

For your information enclosed is a record of officers and committee membership for the years 1996, 1997, 1998, and 1999.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO



Patricia Bennett
Legislative Assistant

1999
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Pat Decaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. A. Skrypniak, Committee Chair
Alderman B. Kelly, Committee Vice Chair
Alderman B. Charters
Ms. B. Campbell
Mrs. M. Dow
Mr. B. Ingleby
Mr. J. Nelson

MARKETING & SALES COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. B. Ingleby, Committee Chair
Ms. B. Campbell, Committee Vice Chair
Alderman R. Corsini
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth
Mr. F. Deys

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

1998
Board of Directors
**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mrs. Mary Dow
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Pat Decaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

MARKETING & SALES COMMITTEE

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Mr. W. Ingleby, Committee Vice Chair
Alderman R. Corsini
Ms. B. Campbell
Mr. P. DeCaria
Mr. F. Deys

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Mr. W. Ingleby
Mr. G. Kay

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Mr. F. Deys, Committee Vice Chair
Mr. J. Nelson
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Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mr. P. DeCaria
Mr. J. Nelson

1997
Board of Directors
**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Henry Merling
Alderman Tom Jackson
Mrs. Mary Dow
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Jasper Kujavsky
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

OPERATIONS COMMITTEE

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Alderman B. Charters
Mr. G. Kay
Mrs. M. Dow
Mr. J. Kujavsky
Mr. F. Deys
Ms. B. Campbell
Mr. B. Ingleby

MARKETING & SALES COMMITTEE

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Ms. B. Campbell

FINANCE & ADMINISTRATION COMMITTEE

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Mr. J. Kujavsky
Alderman T. Jackson

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. A. Skrypniak, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

1996
Board of Directors
**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Henry Merling
Alderman Tom Jackson
Mrs. Mary Dow
Ms. Brenda Campbell
Mr. Marvin Ryder
Mr. Fred Deys
Mr. Jasper Kujavsky
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

OPERATIONS COMMITTEE

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Mr. G. Kay
Mrs. M. Dow
Mr. J. Kujavsky
Mr. F. Deys
Ms. B. Campbell
Mr. B. Ingleby

FINANCE & ADMINISTRATION COMMITTEE

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Mr. M. Ryder, Committee Chair
Mr. S. Monzavi, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

MARKETING & SALES COMMITTEE

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Mr. F. Deys, Committee Vice Chair
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Ms. B. Campbell

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. M. Ryder, Committee Chair
Mr. S. Monzavi, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

STANDING COMMITTEE

TERMS OF REFERENCE

H.E.C.F.I. OPERATIONS COMMITTEE

TERMS OF REFERENCE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Monitor buildings and equipment to ensure optimum performance;
5. Monitor operations efficiency and effectiveness;
6. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
7. Provide a monthly written report to the Board;
8. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;

H.E.C.F.I. MARKETING AND SALES COMMITTEE

TERMS OF REFERENCE

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
 b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties as assigned by Board of Directors.

H.E.C.F.I. FINANCE AND ADMINISTRATION COMMITTEE

TERMS OF REFERENCE

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.;
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10-year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Oversee the Box Office/Ticketing Services for all HECFI facilities;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Finance and Administration department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Assume responsibility for the efficient management of funds;
8. Provide a monthly written report to the Board;
9. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;
10. Perform other duties as assigned by Board of Directors.

5

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Legislative Assistant

DATE: January 26, 2000

SUBJECT: BOARD AND STANDING COMMITTEE SCHEDULE

RECOMMENDATION:

THAT THE REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and

THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and

THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.

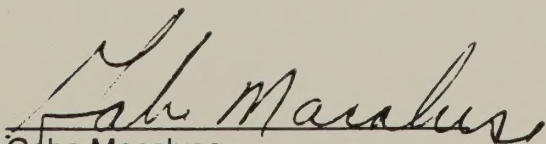
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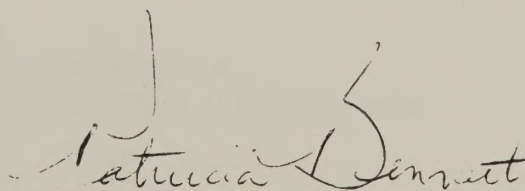
- Currently the Board and its Standing Committees meet as follows:

Regular Board	Last Wednesday of the month at 12 Noon (Lunch Provided at 11:30 a.m.)
All Standing Committees meet the week preceding the Regular Board	
Operations Committee	Wednesdays at 12:00 Noon
Finance & Administration	Thursdays at 8:00 A.M. (or following M&S)
Marketing & Sales	Thursdays at 12 Noon

- The schedule provides management's facilitation of the business of the Board on a timely basis; i.e. all Standing Committees meet the week prior to the Board ensuring that issues forwarded to the full Board are current.
- The current meeting schedule does not interfere with either of the City's Standing Committee schedules.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Secretary

6
Dear Gabe

Thanks to everyone for
an outstanding job at our
Christmas Dinner on Sunday,
December 19, 1999.

Your staff, especially
Alan Ginn, Peter Kopatch,
Cheryl Bogue, Jack Rogers,
Jimmy Long & Deanna Saville
are to be commended for
their assistance

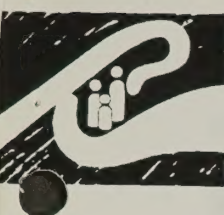
We fed 3082 guests.
What a day!
With deepest gratitude
Doree Staryshyn

This very day in David's town your Saviour was born - Christ the Lord
Luke 1:11

Thank you for helping
us provide Christmas
for thousands of men,
women and children
this Christmas.

Blessings on you and
your loved ones.

The Brothers, Staff,
Volunteers and Guests of
Good Shepherd Centres



Good Shepherd Centres

JAN 10 2000
135 Mary Street, Box 1003
Hamilton, Ontario, L8N 3R1
905-528-9109

Mending Hope, Lives and Families
** Charity Unlimited **

January 7, 2000

Mr. Gabe Macaluso
HECFI
10 MacNab South
Hamilton, Ontario
L8P 4Y3

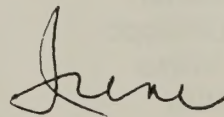
Dear Gabe:

Many thanks for donating a private box to attend a 2000 performance of Feld Entertainment's Annual Ice Extravaganza as a door prize for our 1st Annual Harvest Dinner on November 24, 1999 in support of those in need in our community. We had 600 guests and raised almost \$35,000 – what a beginning!

Your support helps Good Shepherd Centres continue to feed, clothe and shelter the homeless.

May you be blessed with peace and love in this New Millennium.

Sincerely,



Irene Stayshyn
Coordinator of Development

7

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Monday, December 20, 1999
12:00 Noon
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT:

Alderman T. Anderson, Chairman
Alderman B. Charters, First Vice Chairman
Mrs. M. Dow, Second Vice Chairman
Alderman B. Kelly
Alderman R. Corsini
Ms. B. Campbell
Mr. P. DeCaria
Mr. B. Ingleby
Mr. A. Skrypniak
Mr. F. Deys
Mr. S. Monzavi
Mr. R. Baboth

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Ms. D. Vivian
Ms. J. Mills
Mr. J. Elder
Mr. S. Farrauto

REGRETS:

Mayor R. Morrow
Mr. J. Nelson

1. Opening Remarks

The Chairman's opening remarks included a report that over 3,100 persons attended the Good Shepherd dinner. The sale of BackStreet Boys' tickets caused a frenzy at the box offices – the show sold out in approximately two hours. Despite an article in The Spectator which clearly outlined the wrist band policy and the fact that obtaining a wrist band does not automatically guarantee that tickets will be available (tickets are sold on a "lottery" basis), there were some disappointed patrons who were unable to purchase tickets. HECFI's Christmas party takes place on the 23rd at Hamilton Place.

City Council reappointed Mrs. Dow, Messrs. Deys and Skrypniak for a further three year term expiring December 31, 2003. Alderman Anderson extended his congratulations to the appointees, welcoming them as Board Members to another term on the HECFI Board.

A. Marketing Plan 2000

This item was deferred to the end of the agenda.

B. Community Dinner : 49th Annual B'Nai Brith Sports Celebrity Dinner :
February 7, 2000, Convention Centre

Management's December 15th report was received. It was

MOVED by Mr. Ingleby, seconded by Mr. Baboth that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1,000. TO THE 49TH ANNUAL B'NAI BRITH SPORTS CELEBRITY DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE FEBRUARY 7, 2000.

MOTION CARRIED.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held November 24, 1999

MOVED by Mr. DeCaria, seconded by Mr. Monzavi that

THE MINUTES OF THE REGULAR MEETING HELD NOEMBER 24, 1999 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Reports

5.1 Financial Summary for the Eleven Month Period Ended November 30, 1999

The Manager of Business Services presented the Financial Summary for the Eleven Month Period Ended November 30, 1999. HECFI's municipal contribution was under-expended by \$232,086 as at November 30, 1999. This represents a decrease of \$202,042 in the period since October 31, 1999 and is as a result of lower than budgeted activity levels as well as higher than anticipated expenditures for maintenance projects. It was

MOVED by Mr. Skrypniak, seconded by Mrs. Dow that

THE FINANCIAL SUMMARY FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 1999 BE RECEIVED.

MOTION CARRIED.

5.2 Report from Director of Operations/Events Delivery

The Director of Operations/Events Delivery presented his December report to the Board. His comments included an update respecting the new scoreclock at Copps Coliseum – minor deficiencies require attention which involves the lowering of the scoreclock over a three day period. These adjustments will be completed in conjunction with the Bulldogs' schedule.

The CEO provided background information regarding the New Year's Eve event at Copps Coliseum:

- HECFI will receive 32% of the beverage profits from the event;
- HECFI's contract with the current concessionaire provides for flexibility in permitting outside caterers for events;
- In preparation for the millenium, Mayor Morrow put all public buildings on "hold" pending development of the City's celebration plans. The Millenium Committee (including Mayor Morrow) subsequently approved a fund raising event organized jointly by Y95 and the Morgan Firestone Foundation. The event was booked at Copps Coliseum at the non-profit rate. The Firestone Foundation was independent in retaining the entertainment and, after consultation with HECFI management, chose an outside caterer which is within the parameters and scope of HECFI's agreement with Sodexho;
- Currently, the event has only attracted an estimated 1,400 which is consistent with what is happening with other events planned for New Year's. There have been cancellations across Canada and the U.S. because of a lack of sales.

The Chairman reported that in response to a critical editorial about the new scoreclock in Copps Coliseum which was published in the Sports section of the Hamilton Spectator, Mr. Ron Stewart of Neon Products Ltd. contacted HECFI to verify that he had no prior knowledge of this article.

MOVED by Mr. Skrypnik, seconded by Mr. Deys that

THE DECEMBER REPORT FROM THE DIRECTOR OF OPERATIONS/EVENTS DELIVERY BE RECEIVED.

MOTION CARRIED.

5.3 Confirmed Events – December 1999 – February 2000

The report detailing confirmed events for December to February was received.

6. Private and Confidential

MOVED by Alderman Charters, seconded by Alderman Kelly that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:55 P.M.

MOTION CARRIED.

MOVED by Mr. Ingleby, seconded by Ms. Campbell that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:05 P.M.

MOTION CARRIED.

Agreement Between HECFI and the International Union of Operating Engineers, Local 772

MOVED by Alderman Corsini, seconded by Mr. Baboth that

THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY/REGION AND THE CIVIC EMPLOYEES OF THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 772 (CITY AND REGION) DATED DECEMBER 3, 1999 COVERING THE TERM AUGUST 1, 1999 TO SEPTEMBER 30, 2001 BE APPROVED.

MOTION CARRIED.

7. New Business

7.1 Vehicle Ownership : CEO

The City has suggested that the CEO's future automobile leases be transacted through HECFI instead of through the City of Hamilton. This issue will be addressed during the development of the CEO's future employment contract.

7.2 Terminations

The CEO reported that two staff members, Jane Hartwell and Ron Wilson, both in the Business Services division, have accepted positions in the Treasury and Housing departments, respectively, of the City/Region. Both positions provide growth opportunities to these dedicated and hard working individuals. The positions will be filled. Temporary assistance may become necessary until such time as the positions are filled.

8. Other Business

8.1 Marketing Plan 2000

At the outset of discussion, Alderman Anderson clarified that Appendix B - *Organization Chart - Client Services Division of the Operations/Events Delivery Department* should be amended to reflect that the Client Services Executive Position currently filled by R. Mendola should be noted as *Temporary Employee* rather than Temporary Position.

The CEO invited division managers (Debra Vivian, Marketing/Public Relations/Promotions; John Elder, Programing; Sal Farrauto, Hospitality/Sales) to provide brief overviews of their respective areas. Ms Vivian's division is pursuing the development of virtual tours of the HECFI facilities through HECFI's website on the Internet; area attractions are listed through the City/Region's website which is linked with HECFI's. During Mr. Elder's summary, he outlined changes to the contracts which HECFI now negotiates with promoters/agents in respect of ticket holds. An on-line company called tickets.com has made in-roads with various acts to auction blocks of tickets on-line in return for sponsorships. The proceeds of these sales go directly to charities. This has and may continue to reduce the number of ticket holds to HECFI (and other like facilities). Mr. Farrauto briefly reviewed the temporary shift in sales focus to involve all four Sales Executives (which includes the Hospitality/Sales Manager) in outside sales. During this interim local sales will be accepted the Client Service Executives. Mr. Farrauto expanded on his strategy for deployment of the sales team.

Following brief discussion it was agreed that quantifiable measurements should be provided to the Board taking into consideration results during 2000 as compared to 1999 as well as comparisons of outside (on-the-road) sales and the previous operation which consisted of in-house, specialized sales executives. It was

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

MANAGEMENT BE DIRECTED TO DEVELOP CRITERIA WHICH WILL PROVIDE THE BASIS TO REPORT QUANTIFIABLE MEASUREMENTS FROM SALES RESULTS EXPERIENCED IN THE HOSPITALITY/SALES DIVISION.

MOTION CARRIED.

MOVED by Alderman Corsini, seconded by Mr. Baboth that

THE MARKETING PLAN 2000 BE APPROVED.

MOTION CARRIED.

9. Date of Next Meeting

Wednesday, January 26, 2000

10. Adjournment

The meeting adjourned at 1:35 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary



DIRECTOR'S REPORT - OPERATIONS/EVENTS DELIVERY

The Director of Operations/Events Delivery presents herein, his report for the month of January, 2000.

Food and Beverage Section -

Event activity scheduled for the month of January at the Convention Centre includes:

Conventions/conferences for;

- ~ the Michael G. DeGroote School of Business

Banquets/receptions for;

- ~ The TDL Group Inc.
- ~ the Hamilton Halton Home Builders Association
- ~ the Rotary Club of Hamilton
- ~ the Hamilton and District Chamber of Commerce
- ~ the Independent Order of Oddfellows
- ~ the Hamilton Construction Association

Meetings/meal functions for;

- ~ The Wellness Partnership
- ~ the Hamilton Academy of Medicine
- ~ Focus On The Family
- ~ AIC Investor Summit

Miscellaneous functions for;

- ~ The Better Living Home Show
- ~ The Prestige Bridal Show
- ~ a concert featuring the tribute bands "Backstreet, Spice, Ricky and Britney"
- ~ a concert by "Choclaire"

Total revenue from food and beverage sales and room rentals is projected to approach \$200,000.00 for the month of January.

Events Delivery Section -

At Copps Coliseum, events scheduled include:

- ~ six Hamilton Bulldogs hockey games
- ~ a meeting of Michael Diamonds International
- ~ two shows of the Outlaws of Motorsports
- ~ the 2000 Hamilton Recreational Vehicle Show (3 days)

At Hamilton Place, events scheduled include:

- ~ the Millennium Performance Salute to Vienna
- ~ The Concert of the Millennium of the Artist of the Century
- ~ a concert by Bryan Adams
- ~ two concerts by Blue Rodeo
- ~ a New Hamilton Orchestra Classics series concert
- ~ two performances by Popera by Opera Hamilton

Activity scheduled in the Studio Theatre relates primarily to rehearsals for the New Hamilton Orchestra and the move in and set up of a Players' Guild of Hamilton production scheduled for February

Box Office Section –

Staff has been negotiating with TicketMaster Canada Ltd. with respect to the provision of ticketing services for the HECFI facilities. Staff is favouring an agreement which would extend for a five year term. The details of this agreement and a recommendation respecting acceptance will be forwarded to the Finance and Administration Committee in February.

Building Operations Section -

As previously reported to the HECFI Board of Directors in December, the installation of the centre ice scoreboard at Copps Coliseum has been completed.

Work has been completed on the installation of wall covering fabric throughout Hamilton Place. Corner mouldings must still be fabricated and installed on the north ramp walls.

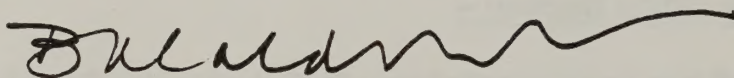
Renovations to dressing room number one at Copps Coliseum have been completed. Completion of the work was delayed by approximately three weeks due to a back order on the specified lighting fixtures.

Staff has met with representatives from Ducharme Seating International Inc. with respect to the work schedule for the refurbishment of the Great Hall seating. The required blocks of time i.e. ten uninterrupted days, necessary to proceed with the seating refurbishment on a piece meal basis do not exist within the event schedule until summer. Accordingly, the proposal to refurbish a portion of the seating from now until July is not possible unless another approach is taken. Staff is investigating the possibility of replacing the permanent seats with a quantity of portable seats which would then allow us to commence the project in mid-March. The orchestra level could then be completed in four to six weeks, leaving the balconies for the summer.

Other –

An information report dated 2000 January 5 was circulated to the City Transport and Environment Committee respecting the replacement of the interlocking brick sidewalks bordering Copps Coliseum. In this report, the total cost to replace the brick pavers with concrete was estimated at \$347,100.00. The report also stated that there are no plans at present to replace the brick pavers with concrete at this location and that no road works are proposed for at least five years.

Respectfully submitted,



BNC:mgm

B. N. Calder, P.Eng.,
Director of Operations/Events Delivery.



Hamilton
Entertainment
and Convention
Facilities Inc.

9.3

REPORT TO : **MARKETING & SALES COMMITTEE**

FROM : Mr. Gabe Macaluso
Managing Director/CEO

COPIES TO : Mr. John Elder
Manager of Programming

: Mr. Rich Rakoczy
Entertainment Programmer

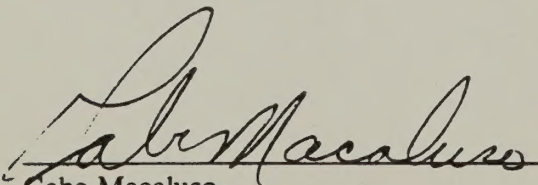
: Ms. Diana Bordonaro
Programming Secretary/Group Sales

DATE : 2000 January 11

RE : **CONFIRMED EVENTS/PERFORMANCES
FOR JANUARY TO MARCH 2000**

The attached chart details the status of confirmed events/performances at Hamilton Place, Copps Coliseum, and Hamilton Convention Centre for January to March 2000.

Respectfully submitted:


Gabe Macaluso
Managing Director/CEO

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

Jan 2000	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	Salute To Vienna 2:30 pm (CP)			
2			Spice/Boys/Britney 2 pm (P)	Hamilton vs Rochester 2 pm
3				
4				Hamilton vs Louisville 7:30 pm
5				
6				
7				
8	Happy Birthday Elvis 7:30 pm			Hamilton vs Syracuse 7:30 pm
9			Boomtang Boys 7:30 pm (CP)	
10	Bryan Adams 8:00 p.m. (CP)			
11				
12	Blue Rodeo set up/move in			Hamilton vs Rochester 7:30 pm
13	Blue Rodeo Rehearsal			
14	Blue Rodeo 8 pm (CP)			
15	Blue Rodeo 8 pm			Michael Diamonds 7 am - 1 am
16				
17				
18				
19				
20	NHO Rehearsal 2-4:30 pm			
21	NHO Rehearsals 10 am/2 pm			Hamilton vs Hartford 7:30 pm
22	NHO Classics 4 - 8 pm		Choclaire	Outlaws of Motorsports 7:30 pm (P)
23				Outlaws of Motorsports 1:30 pm (P)
24	Opera Hamilton (PN) 7 pm			
25				Hamilton vs St. John's 7:30 pm
26	Opera Hamilton set up			
27	Opera Hamilton - Popera 8 pm			RV Show set up
28	Opera Hamilton - dark			RV Show 12 pm - 9 pm
29	Opera Hamilton Popera 8 pm	Opera Reception 10 pm		RV Show 10 am - 8 pm
30		Players Guild move in		RV Show 10 am - 6 pm
31		Players Guild move in		

CAY ON HBL V89
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2000

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, February 23, 2000
12:00 Noon
Hamilton Convention Centre
Room 314**

URBAN MUNICIPAL

FEB 23 2000

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|--------------|
| A. | Operations Committee First Report of 2000 | Attachment A |
| B. | Finance and Administration Committee First Report of 2000 | Attachment B |

INFORMATION ITEMS

- | | | |
|-----|--|---------------------------|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Regular Meeting Held January 26, 2000 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| | 4.1 Underground Parking Facility at Summers Lane | Attachment 4.1 |
| 5. | Reports | |
| | 5.1 Report : Manager of Business Services | Circulated at Mtg. |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Wednesday, March 29, 2000 |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|------|--|
| (i) | Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities |
| (ii) | CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium |
-

February 18, 2000
Patricia Bennett
Legislative Assistant

1958-1959

1958-1959

1958-1959

A

OPERATIONS COMMITTEE FIRST REPORT OF 2000

The Operations Committee presents its **FIRST** Report of 2000 from its meeting held 2000 February 16 and respectfully requests approval of the following recommendations:

1. Terms of Reference : Operations Committee

THAT THE TERMS OF REFERENCE FOR THE OPERATIONS COMMITTEE BE AMENDED TO INCLUDE THE RESPONSIBILITY TO OVERSEE THE BOX OFFICE/TICKETING SERVICES FOR ALL HECFI FACILITIES, AS FOLLOWS:

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Oversee the Box Office/Ticketing Services for all HECFI facilities;
5. Monitor building and equipment to ensure optimum performance;
6. Monitor operations efficiency and effectiveness;
7. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
8. Provide a monthly written report to the Board;
9. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
10. Perform other duties as assigned by Board of Directors.

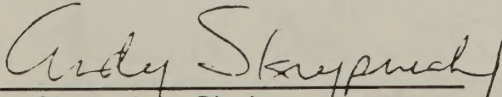
2. CUP : Electrical/Electronic Technician Positions

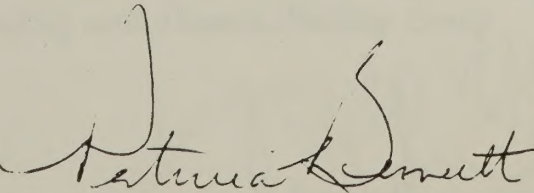
THAT THE CHAIRMAN OF THE BOARD, THE CHIEF EXECUTIVE OFFICER AND THE DIRECTOR OF OPERATIONS/EVENTS DELIVERY REVIEW THE FEASIBILITY OF TRANSFERRING THREE ELECTRICAL/ELECTRONIC POSITIONS FROM THE FACILITIES DEPARTMENT (C.U.P.) TO HECFI.

3. Ticketmaster Canada Ltd. – Agreement for the Provision of Ticketing Services for the HECFI Facilities

THAT THE AGREEMENT WITH TICKETMASTER CANADA LTD. FOR THE PROVISION OF TICKETING SERVICES FOR THE HECFI FACILITIES BE EXTENDED FOR A TWO (2) YEAR TERM ENDING 2001 DECEMBER 31.

Respectfully submitted,


Andy Skrypniak, Chair


Patricia Bennett, Secretary

B

FINANCE AND ADMINISTRATION COMMITTEE FIRST REPORT OF 2000

The Finance and Administration Committee presents its **FIRST** Report of 2000 from its meeting held 2000 February 17 and respectfully requests approval of the following recommendation:

1. Terms of Reference : Finance and Administration Committee

THAT THE TERMS OF REFERENCE FOR THE FINANCE AND ADMINISTRATION COMMITTEE BE AMENDED TO REMOVE RESPONSIBILITY TO OVERSEE THE BOX OFFICE/TICKETING SERVICES FOR ALL HECFI FACILITIES, AS FOLLOWS:

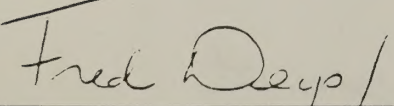
1. **Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.**
2. **Receive, review and recommend to the Board the annual operating budgets;**
3. **Receive, review and recommend to the Board the annual 10 year capital budget programmes;**
4. **Recommend to the Board all financial and administrative policies and personnel matters;**
5. **Recommend to the Board all operation, capital and maintenance expenditures related to the Business Services Division within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;**
6. **Assume responsibility for the efficient management of funds;**
7. **Provide a monthly written report to the Board;**
8. **Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;**
9. **Perform other duties as assigned by Board of Directors.**

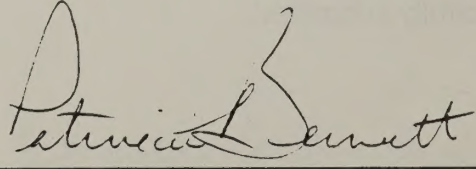
2. Financial Statements

THAT THE CITY'S FINANCE DEPARTMENT BE REQUESTED TO PROVIDE AN UPDATE REGARDING THE FINANCIAL REPORTING WHICH HAS BEEN DELAYED; and

THAT IT BE CLARIFIED THAT H.E.C.F.I.'S BUSINESS/FINANCIAL PRACTICES ARE DEPENDENT UPON CURRENT REPORTING PRACTICES.

Respectfully submitted,


Mr. Fred Deys, Vice Chair *pb*


Patricia Bennett, Secretary

FEB 14 2000

2

Just a little note of Thanks,

We are truly grateful to all friends, fans, and media for your show of support and assistance. We would not have been able to do it without each and every one that helped us along the way.

Thank you for being with us to celebrate the birthday of one whom we have brought so much love and joy into our lives. It was wonderful to have so many with us.

Elvis' 65th Birthday Bash will be remembered as a time when people from all over, pulled together to make this show a success.

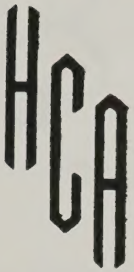
The Elvis Presley Memorial Trauma Center as well as the Hamilton Burn Unit will benefit from all your hard work and dedication. I know how much this means to all the families they help.

Thank you for all your help and for keeping your love and spirit of Elvis alive.

*God Bless,
Buddy and Donna Presley Early*

*Love,
Rick & John*

*Thank you for help. You are great!
all your effort. Buddy & Donna*



*J. Cameron Nolan
370 York Blvd., Suite 100
Hamilton, Ontario L8R 3L1*

January 31, 2000

*Gabe Macaluso
HECFI
10 MacNab Street South
Hamilton ON L8P 4Y3*

Dear Gabe:

We write to offer congratulations, through you, to each person responsible for our Annual Meeting and dinner event. All, from the service staff and bartenders to Irene, Peter, Jack, and Delores, whose management of the event were essential to its success.

By extension, we know this note sends to you and the management of the Convention Centre our appreciation. We do believe in the quality of service and the value that you give to us each and every time.

To you, to the Board of HECFI and to all your staff, thank you and best wishes for your continued success.

I apologize for not signing this letter personally. I am out of the country this week, but I did not want to delay this getting to you so I have asked my secretary to sign in my absence.

Yours truly,

Cameron / jem

*cc: T. Kemp, HCA President
T. Anderson, HECFI Chairman*



COCA



**CITY OF HAMILTON AND
REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH**

**Social and Public Health Services Division
Housing and Shelter Branch**
Telephone (905) 546-4540
Facsimile (905) 546-2762

Memorandum

TO: Circulation List

FROM: Mark Mascarenhas, Director
Housing and Shelter Branch

PHONE: (905) 546-4604

DATE: February 10, 2000

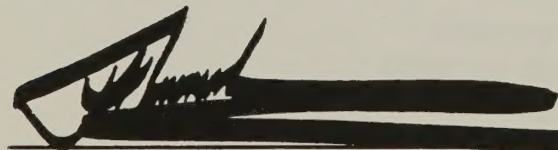
SUBJECT: Ontario Non-Profit Housing Association (ONPHA)
Conference November, 1999

The excellent results of this recent housing conference held in Hamilton have come in.

Total attendance:	1,321 delegates
Number of speakers and moderators:	218
Number of courses and workshops:	86
Number of trade show exhibitors:	62

I would like to thank all those who contributed on the organizing committee and to the success of this conference. Both the Convention Centre and Economic Development Department provided great service. Our thanks also go to Councillors Andrea Horwath and Bob Charters who represented City and Region Council and participated in the Conference.

Any suggestions for enhancing future conferences would be appreciated.


Mark Mascarenhas

cc Alderman Bob Charters
Alderman Andrea Horwath
Doug Lychuk, City Manager
Lee Ann Coveyduck, General Manager, Planning and Development
Dr. Elizabeth Richardson, Acting General Manager, Social and Public Health
Services Division/MOH
Nick Catalano, Director, Economic Development
Gabe Macaluso, Managing Director/CEO, HECFI

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, January 26, 2000
12:00 Noon
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Morrow
Alderman R. Corsini
Alderman B. Kelly
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. A. Skrypniak

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

REGRETS: Mr. J. Nelson
Ms. B. Campbell

1. Opening Remarks

The Chair called the meeting to order at 12:17 p.m. Included in his remarks was notification that a "rave" event (the event begins at 10 p.m. and ends at 8:00 a.m.) will be held at the Convention Centre February 4th; appropriate safety and security measures have been taken. An NCAA hockey game has been booked for April 16th; Ricky Martin has decided to play a second event in Toronto (rather than play Hamilton for one of those dates).

2. Oath of Appointed Office : Citizen Appointees

Mayor Morrow administered the Oath of Appointed Office to citizen re-appointees Mary Dow, Fred Deys and Andy Skrypniak. The appointments are for a term to expire December 31, 2002.

3. Election of Officers
Appointment of Committee Membership

Alderman Anderson stepped away from the Chair preceding the elections. The Secretary then briefly assumed the chair for the purpose of calling for nominations for the position of Chairman of the Board. It was

MOVED by Alderman Kelly, seconded by Alderman Corsini that

THE 1999 SLATE OF OFFICERS AND MEMBERSHIP ON COMMITTEES BE REINSTATED FOR THE YEAR 2000.

MOTION CARRIED.

Following is a list of the 2000 Slate of Officers and Members:

2000 Board of Directors
Hamilton Entertainment and
Convention Facilities Inc.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mr. Pat DeCaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth
Mr. Andy Skrypniak
Mr. Fred Deys

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. A. Skrypniak, Committee Chair
Alderman B. Kelly, Committee Vice Chair
Alderman B. Charters
Ms. B. Campbell
Mrs. M. Dow
Mr. B. Ingleby
Mr. J. Nelson

MARKETING & SALES COMMITTEE

Morrow R. Morrow
Alderman T. Anderson, Board Chair
Mr. B. Ingleby, Committee Chair
Ms. B. Campbell, Committee Vice Chair
Alderman R. Corsini
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth
Mr. F. Deys

FINANCE & ADMINISTRATION

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

Mr. Nelson's past attendance was reviewed and noted.

4. Standing Committee Terms of Reference

MOVED by Mr. Ingleby, seconded by Mr. Baboth that

THE STANDING COMMITTEE TERMS OF REFERENCE BE RECEIVED.

MOTION CARRIED.

OPERATIONS COMMITTEE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Monitor building and equipment to ensure optimum performance;
5. Monitor operations efficiency and effectiveness;
6. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
7. Provide a monthly written report to the Board;
8. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
9. Perform other duties as assigned by Board of Directors.

MARKETING AND SALES COMMITTEE

1. a) Receive, review and recommend to the Board the annual Marketing Plan;
b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties as assigned by Board of Directors.

FINANCE AND ADMINISTRATION COMMITTEE

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10-year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Oversee the Box Office/Ticketing Services for all HECFI facilities;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Finance and Administration Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Assume responsibility for the efficient management of funds;
8. Provide a monthly written report to the Board;
9. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;
10. Perform other duties as assigned by Board of Directors.

5. Board and Standing Committee Meeting Schedule

MOVED by Mr. DeCaria, seconded by Alderman Corsini that

REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and

THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and

THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.

MOTION CARRIED.

Confirmation of the 2000 Committee meeting schedule was left to the discretion of each of the Committee Chairs. The 1999 Committee meeting schedule was as follows:

All Standing Committees meet the week preceding the Regular Board
Operations Committee Wednesdays at 12:00 Noon
Marketing & Sales Thursdays at 12:00 Noon
Finance & Administration Thursdays (following M&S) or at 8:00 a.m.

6. Correspondence

MOVED by Alderman Kelly, seconded by Alderman Charters that

CORRESPONDENCE RECEIVED FROM THE GOOD SHEPHERD CENTRES BE RECEIVED.

MOTION CARRIED.

7. Minutes of Regular Meeting Held December 20, 1999

MOVED by Mr. Baboth, seconded by Mr. Skrypniak that

THE MINUTES OF THE REGULAR MEETING HELD DECEMBER 20, 1999 BE APPROVED.

MOTION CARRIED.

8. Business Arising From the Minutes

8.1 Concert Rights at Ivor Wynn

Deferred to next meeting.

9. Reports

9.1 Financial Summary for the Twelve Month Period Ended December 31, 1999

Deferred to next meeting. The Manager of Business Services clarified that under normal circumstances the year-end results are presented at the February meeting.

The two vacated positions in the Business Services division (Business Services Accountant and Entertainment Accountant) will be filled respectively by Kelly Schmitte from the Town of Flamborough where she is the Assistant Director of Finance and Kim Turner who has been promoted from within the division. Karen Stanton, a former employee who had been downsized from HECFI's Finance & Administration division, has been re-hired to fill Ms. Turner's position. Some gapping will continue to take place until the newly hired employees begin. The CEO reported that the City has been co-operative in arranging for the transfer of these employees.

9.2 Report from Director of Operations/Events Delivery

The Director of Operations/Events Delivery presented the January Report. Additional comments included:

- three other companies in addition to TicketMaster were interviewed in respect of the provision of ticket services to HECFI box offices; a recommendation will be forwarded to the Operations Committee's next meeting;
- over nineteen companies were invited to receive the RFP for audio/visual services at the HCC; four accepted the information package; Telav was the only company which submitted a proposal;
- Board Members were invited to visit Dressing Room #1 at Copps Coliseum to review the recently completed renovations;
- difficulties have been encountered in scheduling the refurbishment of Hamilton Place great hall seating; there are not sufficient blocks of time available within the entertainment schedule to allow for removal, repair and replacement of seating. One option is to rent or purchase portable seating to temporarily replace up to 400 of the existing chairs for a ten day period. This process would commence in mid April. A sample chair was available for preview. It was noted that the portable chairs could be purchased to permanently replace the chairs currently being used in the Studio Theatre (once they have served their purpose in the Great Hall) and which HECFI has received many complaints about regarding the lack of arms, hardness, etc. The only other option identified by staff is to wait until the summer months to begin this project which will require ten weeks to complete. The Board discussed the feasibility of closing the theatre for the time necessary to replace the orchestra seating area and to complete the remaining work in segments as described above. The Director of Operations/Events Delivery was instructed to present a report to the next Operations Committee meeting outlining the costs associated with renting and/or purchasing portable seating.

9.3 Confirmed Events – January 2000 – March 2000

MOVED by Mr. Ingleby, seconded by Mr. DeCaria that

THE REPORT OUTLINING CONFIRMED EVENTS FROM JANUARY 2000 TO MARCH 2000 BE RECEIVED.

MOTION CARRIED.

10. Private and Confidential

MOVED by Alderman Kelly, seconded by Alderman Charters that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 1:08 P.M.

MOTION CARRIED.

MOVED by Alderman Charters, seconded by Mrs. Dow that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:45 P.M

MOTION CARRIED.

11. New Business

11.1 Parking Authority

Discussion took place regarding the underground parking facility at Summers Lane. Staff was instructed to correspond with the Chairman of the Committee responsible for the operation of the parking facility to express HECFI's concern regarding the obstructed efficient entrance and egress when there is an event on at Hamilton Place and/or the Convention Centre. As well, the Committee will be requested to address the increased incidence of vehicle break-ins. In the meantime, staff was requested to consider hiring a HECFI security guard when major events take place to patrol the parking facility.

12. Other Business

12.1 Quantifiable Measurements : Hospitality/Sales

The Manager of Hospitality/Sales was requested to provide, at the next Marketing and Sales Committee meeting, the criteria he has established which will provide the quantifiable measurements pertaining to the new sales focus which began January 1st.

13. Date of Next Meeting

The next meeting of the Board will take place Wednesday, February 23, 2000.

14. Adjournment

The meeting adjourned at 1:50 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

4.1

Bennett, Pat

From: Arnold, Ted
Sent: February 14, 2000 10:35 AM
To: Calder, Brad
Cc: Macaluso, Gabe; Bennett, Pat; Hazell, Marty; Booth, Liz; Anderson, Terry; Corsini, Ron
Subject: FW: Underground Parking Facility adjacent to the Convention Centre/Hamilton Place

Parking Services is currently investigating increased patrols in our Parking Facility. A recent review of reported incidents has identified an increase in vandalism, specifically during the Christmas season. There is not an increase in vandalism during HECFI events but there has been during normal business hours. During the month of December there were additional security personnel hired to help with this problem.

To address the concern in the future we have included additional funds in our budget to put additional security staff on, on a continuous basis. We will be commencing with this additional staff as soon as our current budget is approved. It is not necessary or appropriate that you hire staff to patrol our facility.

-----Original Message-----

From: Hazell, Marty
Sent: February 10, 2000 12:02 PM
To: Arnold, Ted
Subject: FW: Underground Parking Facility adjacent to the Convention Centre/Hamilton Place

TA: can we reply re: our own initiatives yet?

-----Original Message-----

From: Calder, Brad
Sent: February 10, 2000 11:46 AM
To: Hazell, Marty
Cc: Macaluso, Gabe; Bennett, Pat
Subject: Underground Parking Facility adjacent to the Convention Centre/Hamilton Place

Marty:

Calder, there seems to have been an increasing number of break-ins to vehicles parked in the underground parking facility. Since patrons of our facilities are frequent users of this parking area and these occurrences are affecting them, we would like to take a pro active approach to combat this problem. We are considering the employment of security personnel to patrol the garage during event evenings and would like your comments on this proposed initiative. I am not aware of what measures you currently have in place or may be considering vis-à-vis security, surveillance, etc.; please advise accordingly.

Thanks, Brad.

[Illegible text]

[Illegible text]

[Illegible text]

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**URBAN
MUNICIPAL**

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, March 29, 2000
12:00 Noon**

**Copps Coliseum
Hamilton Room**

URBAN MUNICIPAL

MAR 28 2000

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks
2. Delegation : Sodexho Marriott

ACTION ITEMS

- A. *Community Dinner : Junior Achievement : April 10, 2000, HCC* *Attachment A*

INFORMATION ITEMS

3. Correspondence Attachment 3
4. Minutes of Regular Meeting Held February 23, 2000 Attachment 4
 - 4.1 Errors or Omissions
 - 4.2 Motion for Approval
5. Business Arising from the Minutes
6. Reports
 - 6.1 Financial Summary for the Year Ended
December 31, 1999 (Preliminary) Attachment 6.1
 - 6.2 Status of HECFI Revenue for the Year
Ended December 31, 1999 Attachment 6.2
7. Private and Confidential
8. New Business
9. Other Business
10. Date of Next Meeting: Wednesday, April 26, 2000
11. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
 - (ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium
-

2000 March 24
Patricia Bennett
Legislative Assistant

A

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2000 March 24

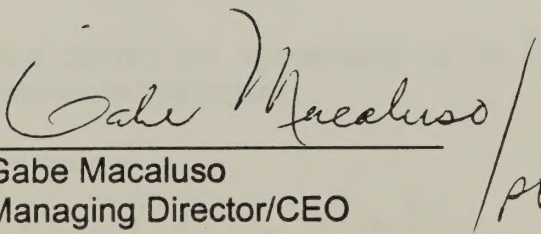
SUBJECT: **COMMUNITY DINNER : Governor's Dinner
Junior Achievement of Hamilton-Wentworth
April 10, 2000, Hamilton Convention Centre**

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1,000. TO THE ANNUAL GOVERNORS' DINNER FOR JUNIOR ACHIEVEMENT OF HAMILTON WENTWORTH TO BE HELD AT THE HAMILTON CONVENTION CENTRE APRIL 10,2000.

BACKGROUND:

- In 1993 the Annual Governor's Dinner for Junior Achievement moved its function from the Convention Centre (where it had been held for five years) to an alternate location. The event returned to the Convention Centre in 1998 and 1999. The Board's presence at this event demonstrates its support for this worthwhile community event.
- Funds are available in the Board's allocation for meetings and receptions.



Gabe Macaluso
Managing Director/CEO

FEB 28 2000

**JUNIOR
ACHIEVEMENT**

JUNIOR ACHIEVEMENT OF HAMILTON / WENTWORTH

February 22, 2000

Ms. Pat Bennett
HECFI
1 Summers Lane
Hamilton, ON
L8P 4Y2

Dear Pat,

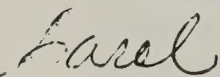
Sonny Monzavi asked me to send a letter requesting the HECFI's support at the 12th Annual Governors' Dinner. This year's dinner will be held on April 10, 2000 at the Hamilton Convention Centre. We are very excited to welcome Mr. Al Waxman of TV, Radio and theatre.

We are hoping to have a sell out dinner and wanted to make sure you have a table in one of the two front rows. You have been a great supporter of Junior Achievement and its annual dinner and we want to continue our long standing relationship.

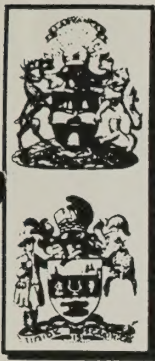
We are currently at the reservation stage of our dinner and you will be invoiced once you have reserved your conformation. If you are interested in reserving a table please contact Kim Shears at 528-5252 x27.

Thank you for your continued support.

Yours truly,



Carol Montag
President & CEO



**CITY OF HAMILTON AND
REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH**

**Advisory Committee for Persons
With Disabilities**
C/o Office of the Municipal Clerk
Telephone (905) 546-4304
Facsimile (905) 546-2095

MAR 6 2000
GERALDINE COPPS
Chairman

3

March 1, 2000

Mr. Gabe Macaluso
Managing Director/CEO
HECFI
10 MacNab Street South
Hamilton, ON
L8P 4Y3

Dear Mr. Macaluso:

Re: Mr. Brad Calder, Director of Operations/Events

The Regional Advisory Committee for Persons with Disabilities has been committed to raising community awareness and in identifying issues that will lead to the elimination of barriers for people with disabilities.

Since the summer of 1998, Mr. Brad Calder has worked enthusiastically with our Advisory Committee by conducting a tour of the HECFI Facilities, namely, Hamilton Place, Convention Centre and Copps Coliseum and providing us the opportunity to propose modifications which would assist in making these facilities more accessible for the disabled.

On behalf of the Committee, I would like to express our appreciation to Mr. Calder for his sensitivity to the issues, to you, and to the HECFI Board for implementing where appropriate, the suggested modifications.

We look forward to the continued progress in this area. Together we can bring us that one step closer to a barrier-free society, providing persons with disabilities the opportunity to fully and equally enjoy events held in these fine facilities.

Please convey our appreciation to the HECFI Board, and specifically to Mr. Calder for his assistance in this regard.

Yours truly,

Geraldine Copps
Chairman

Regional Advisory Committee for Persons with Disabilities

Cc: Mr. Brad Calder, Director of Operations/Events
Alderman Terry Anderson, Chairman
And Members of the HECFI Board

FYI
Hale

To: Gabe, (Dave),
Brad
1001 York Blvd.
Hamilton, Ont.

FYI
Dianne

Dear Sirs:

I took a handicapped friend
to see "The Passion Play" this
afternoon & want to express my appreciation
to the staff for their assistance.

When I purchased our tickets,
the clerk in the ticket office took
~~a great~~ much effort to get seats where
my friend would not have too many
stairs.

Although there were many hundreds
of people arriving early for the show,
ushers were very helpful. Jane Jarvis
was particularly kind in coming back
after the show to assist us. She obviously
enjoys her job & does it very well.

Your efficient, courteous staff
made our afternoon a real success.

Thank you
Dorothy Wallace

Circulate To:

- HECFI Board of Directors
- Dianne Zemba
For Box Office Clerks
- Dave Kelly
For June Jarvis and
Ushers/Usherettes

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, February 23, 2000
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Mrs. M. Dow, Second Vice Chair
Alderman R. Corsini
Alderman B. Kelly
Ms. B. Campbell
Mr. S. Monzavi
Mr. A. Skrypniak
Mr. J. Nelson
Mr. P DeCaria
Mr. F. Deys
Mr. R. Baboth

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Ms. D. Vivian
Mr. S. Farrauto
Mr. J. Elder

GUESTS: Mr. D. Sheehan, G.M. Ontario Division, Neon Products
Mr. J. Foster, Sales Manager, Neon Products

REGRETS: Mayor R. Morrow
Alderman B. Charters
Mr. B. Ingleby

1. Opening Remarks

The Chairman called the meeting to order at 1 P.M. thanking all in attendance for their patience with the delay (caused as a result of a special session of City Council). Opening remarks included an announcement that Sheila Copps will hold a press conference February 25th, 10 a.m. at Copps Coliseum to disclose Hamilton's possible involvement should Toronto be awarded the 2008 Olympics; both John Elder and Rich Rakoczy have been requested by the Juno organization to sit on a committee to discuss entertainment issues; Mr. Elder was a Performing Arts Executive nominee at the recent Concert Industry Consortium; Gabe Macaluso has been requested to become a member of an Advisory Board for Tourism, assisting the Minister on marketing issues.

Alderman Anderson welcomed Neon Products guests, Dave Sheehan, General Manager, Ontario Division and Jerry Foster, Sales Manager.

MOVED by Mr. Baboth, seconded by Ms. Campbell that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 1:05 P.M.

MOTION CARRIED.

MOVED by Alderman Corsini, seconded by Alderman Kelly that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:17 P.M.

MOTION CARRIED.

A. Operations Committee First Report of 2000

The Board received the Operations Committee First Report from its meeting held 2000 February 16th.

Terms of Reference : Operations Committee

MOVED by Mr. Skrypniak, seconded by Mrs. Dow that

THE TERMS OF REFERENCE FOR THE OPERATIONS COMMITTEE BE AMENDED TO INCLUDE THE RESPONSIBILITY TO OVERSEE THE BOX OFFICE/TICKETING SERVICES FOR ALL HECFI FACILITIES, AS FOLLOWS:

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;

4. **Oversee the Box Office/Ticketing Services for all HECFI facilities;**
5. **Monitor building and equipment to ensure optimum performance;**
6. **Monitor operations efficiency and effectiveness;**
7. **Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;**
8. **Provide a monthly written report to the Board;**
9. **Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;**
10. **Perform other duties as assigned by Board of Directors.**

MOTION CARRIED.

CUP : Electrical/Electronic Technician Positions

MOVED by Mr. Deys, seconded by Ms. Campbell that

THE CHAIRMAN OF THE BOARD, THE CHIEF EXECUTIVE OFFICER AND THE DIRECTOR OF OPERATIONS/EVENTS DELIVERY REVIEW THE FEASIBILITY OF TRANSFERRING THREE ELECTRICAL/ELECTRONIC POSITIONS FROM THE FACILITIES DEPARTMENT (C.U.P.) TO HECFI.

MOTION CARRIED.

Ticketmaster Canada Ltd. – Agreement for the Provision of Ticketing Services for the HECFI Facilities.

MOVED by Mr. Monzavi, seconded by Mr. Baboth that

THE AGREEMENT WITH TICKETMASTER CANADA LTD. FOR THE PROVISION OF TICKETING SERVICES FOR THE HECFI FACILITIES BE EXTENDED FOR A TWO (2) YEAR TERM ENDING 2001 DECEMBER 31.

MOTION CARRIED.

B. Finance and Administration Committee First Report of 2000

The Board received the Finance and Administration Committee First Report of 2000 from its meeting held February 16, 2000.

Terms of Reference : Finance and Administration Committee

MOVED by Mr. Monzavi, seconded by Mr. Skrypnjak that

THE TERMS OF REFERENCE FOR THE FINANCE & ADMINISTRATION COMMITTEE BE AMENDED TO REMOVE RESPONSIBILITY TO OVERSEE THE BOX OFFICE/TICKETING SERVICES FOR ALL HECFI FACILITIES, AS FOLLOWS:

1. **Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.**
2. **Receive, review and recommend to the Board the annual operating budgets;**
3. **Receive, review and recommend to the Board the annual 10 year capital budget programmes;**
4. **Recommend to the Board all financial and administrative policies and personnel matters;**
5. **Recommend to the Board all operation, capital and maintenance expenditures related to the Business Services Division within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;**
6. **Assume responsibility for the efficient management of funds;**
7. **Provide a monthly written report to the Board;**
8. **Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;**
9. **Perform other duties as assigned by Board of Directors.**

MOTION CARRIED.

Financial Statements

MOVED by Mr. Monzavi, seconded by Alderman Kelly that

THE CITY'S FINANCE DEPARTMENT BE REQUESTED TO PROVIDE AN UPDATE REGARDING THE FINANCIAL REPORTING WHICH HAS BEEN DELAYED; and

THAT IT BE CLARIFIED THAT H.E.C.F.I.'S BUSINESS/FINANCIAL PRACTICES ARE DEPENDENT UPON CURRENT REPORTING PRACTICES.

MOTION CARRIED.

2. Correspondence

MOVED by Alderman Corsini, seconded by Mr. DeCaria that

CORRESPONDENCE FROM BUDDY AND DONNA PRESLEY EARLY, THE HAMILTON CONSTRUCTION ASSOCIATION AND THE SOCIAL AND PUBLIC HEALTH SERVICES DIVISION, HOUSING AND SHELTER BRANCH, BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held January 26, 2000

MOVED BY Mr. Baboth, seconded by Ms. Campbell that

THE MINUTES OF THE REGULAR MEETING HELD JANUARY 26, 2000 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Underground Parking Facility at Summers Lane

The CEO reported that Parking Services has added more security personnel to patrol the parking facility at Summers Lane which should reduce the number of vandalism incidences. This issue of entrance/egress was not addressed. Mr. Macaluso has recommended that Parking Services consider adding personnel to improve the traffic flow on event days when patrons are entering the parking facility.

5. Reports

5.1 Report : Manager of Business Services

At the February 17th meeting of the Finance and Administration Committee the Manager of Business Services was directed to provide estimated financial statements. Mr. DiFilippo circulated a status report dated February 22nd which outlined the factors relating to the City's inability to produce financial statements. It was reported that many of the difficulties experienced by HECFI have been corrected and it is anticipated that the process will be more efficient in the future. The City's Finance Department has provided March 3, 2000 as the expected date for closing the books for various Municipal Departments/Entities. In the meantime the Business Services Manager has estimated as at January 31st a budgetary surplus of up to approximately \$230,000.

The Board commended Mr. DiFilippo for his efforts in light of the transition which his division is currently undergoing.

6. Private and Confidential

MOVED by Alderman Corsini, seconded by Mr. Baboth that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 1:31 P.M.

MOTION CARRIED.

MOVED by Mr. DeCaria, seconded by Mrs. Dow that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:45 P.M.

MOTION CARRIED.

Canadian Figure Skating Association

MOVED by Mr. Deys, seconded by Ms. Campbell that

THE CITY/REGION COUNCIL AND THE TRANSITION BOARD BE REQUESTED TO APPROVE A GRANT OF \$75,000. TO THE CANADIAN FIGURE SKATING ASSOCIATION FOR THE PURPOSE OF ATTRACTING THE 2002 CANADIAN FIGURE SKATING CHAMPIONSHIPS TO COPPS COLISEUM.

MOTION CARRIED.

MOVED by Alderman Kelly, seconded by Mrs. Dow that

THE FOREGOING MOTION BE AMENDED TO INCLUDE A REQUEST FOR FUNDING TO THE PROVINCE OF ONTARIO.

MOTION CARRIED.

7. New Business

Nil

8. Other Business

8.1 Concerts Rights : Ivor Wynn Stadium

The CEO to meet with Mr. Ross Fair to discuss this issue further.

9. Date of Next Meeting

Wednesday, March 29, 2000

10. Adjournment

The meeting adjourned at 1.50 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
L8R 3L4
Tel. (905) 546-4032
Fax. (905) 527-6856

**Financial Summary
For The Year Ended December 31, 1999
(Preliminary)**

Actual Results For The Year Ended December 31, 1998		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$7,911,792	Revenue	\$7,987,430	\$8,213,402	\$225,972
10,072,937	Expenses	10,070,340	10,112,613	<42,273>
	Excess of Expenses			
<u>\$2,161,145</u>	Over Revenue From Operations	<u>\$2,082,910</u>	<u>\$1,899,211</u>	<u>\$183,699</u>

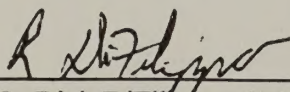
Comments:

HECFT's preliminary municipal contribution was under-expended by \$183,699 (see row 3, column 3 above) for the year ended December 31, 1999. This represents a decrease of \$48,387 in the under-expended amount reported to you last month for the eleven-month period ended November 30, 1999.

The preliminary over-expended municipal contribution of \$48,387 for the month of December arose primarily from maintenance costs for the month being \$82,601 over budget combined with higher than anticipated revenues at the Hamilton Convention Centre and the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

The preliminary under-expended municipal contribution of \$183,699 for the year arose primarily due to higher than anticipated revenues being attained at the Hamilton Convention Centre and to successful promotion/co-promotion activities.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, C.A.
Manager of Business Services

22 March 2000

**Copps
Coliseum**

HAMILTON
CONVENTION
CENTRE

HAMILTON
PLACE
THEATRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Budgeted Operating Results For The Twelve Month Period Ended December 31, 1999	Actual Operating Results For The Twelve Month Period Ended December 31, 1999	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The Twelve Month Period Ended December 31, 1998
REVENUE					
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,423,270	\$1,731,497	\$308,227	21.7%	\$1,519,379
OTHER RENTALS	455,890	433,634	(22,256)	-4.9%	424,424
FOOD, BEVERAGE AND CONCESSIONS	2,389,550	2,722,186	332,636	13.9%	2,380,085
RECOVERIES	2,982,940	2,604,963	(377,977)	-12.7%	2,767,576
BOX OFFICE	390,290	381,400	(8,890)	-2.3%	437,917
OTHER	345,490	339,722	(5,768)	-1.7%	392,411
TOTAL REVENUE	\$7,987,430	\$8,213,402	\$225,972	2.8%	\$7,911,792
EXPENSES BY DEPARTMENT / SECTION					
OPERATIONS-ADMINISTRATION	\$273,270	\$280,548	(\$7,278)	-2.7%	\$288,616
FOOD AND BEVERAGE	1,899,110	2,128,265	(227,145)	-12.0%	1,952,568
EVENTS DELIVERY	2,820,100	2,946,970	(126,870)	-4.5%	2,950,867
BUILDING OPERATIONS	1,698,650	1,896,434	(197,784)	-11.6%	1,782,976
MARKETING AND PROMOTION	1,976,230	1,572,209	406,021	20.5%	1,699,325
ADMINISTRATION-CEO/BOARD	507,650	477,968	29,682	5.8%	488,550
PROFESSIONAL FEES	34,040	12,633	21,407	62.9%	28,788
BUSINESS SERVICES	409,560	382,329	27,231	6.6%	592,201
BOX OFFICE	357,370	332,482	24,888	7.0%	419,861
INSURANCE	92,360	84,785	7,575	8.2%	90,386
TOTAL EXPENSES	\$10,070,340	\$10,112,613	(\$42,273)	-0.4%	\$10,072,937
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,082,910	\$1,899,211	\$183,699	8.8%	\$2,161,145
CONTRIBUTION FROM THE CITY	\$2,082,910	\$2,082,910	\$0	0.0%	\$2,276,350
UNDER (OVER) EXPENDED					
MUNICIPAL CONTRIBUTION	\$0	\$183,699	\$183,699	0.0%	\$115,205

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE YEAR ENDED DECEMBER 31, 1999

6.2

	<u>Hamilton Convention Centre</u>		<u>Hamilton Place</u>		<u>Copps Colliseum</u>		<u>Corporate*</u>		<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
1999 Actual	396,191	3,232,333	292,150	1,352,194	181,161	3,181,628	83,045	447,247	952,547	8,213,402
1999 Budget **	329,247	2,607,620	195,867	1,395,060	196,543	3,536,960	74,395	447,790	796,052	7,987,430
Favorable/ (Unfavorable) Variance	66,944	624,713	96,283	(42,866)	(15,382)	(355,332)	8,650	(543)	156,495	225,972

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>		<u>Hamilton Place</u>		<u>Copps Colliseum</u>		<u>Corporate*</u>		<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
1999 Actual	396,191	3,232,333	292,150	1,352,194	181,161	3,181,628	83,045	447,247	952,547	8,213,402
1998 Actual	347,178	2,544,442	220,347	1,311,194	264,849	3,533,483	117,453	522,673	949,827	7,911,792
Favorable/ (Unfavorable) Variance	49,013	687,891	71,803	41,000	(83,688)	(351,855)	(34,408)	(75,426)	2,720	301,610

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

**URBAN
MUNICIPAL**

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, May 31, 2000

12:00 Noon

Lunch Served at 11:30 a.m.

**Copps Coliseum
Hamilton Room**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|---------------------|
| A. | <i>Operations Committee Second Report of 2000</i> | <i>Attachment A</i> |
| B. | <i>Audit Committee First Report of 2000</i> | <i>Attachment B</i> |
| C. | <i>Finance and Administration Committee Second Report of 2000</i> | <i>Attachment C</i> |

INFORMATION ITEMS

- | | | |
|-----|---|----------------|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Regular Meeting Held March 29, 2000 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the First Quarter
Ended March 31, 2000 | Attachment 5.1 |
| | 5.2 Status of HECFI Revenue for the First
Quarter Ended March 31, 2000 | Attachment 5.2 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: Wednesday, June 28, 2000 | |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
- (ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium

OPERATIONS COMMITTEE SECOND REPORT OF 2000

A

The Operations Committee presents its **SECOND** Report of 2000 from its meeting held 2000 May 24 and respectfully requests approval of the following recommendations:

1. HP: Hamilton Place Box Office

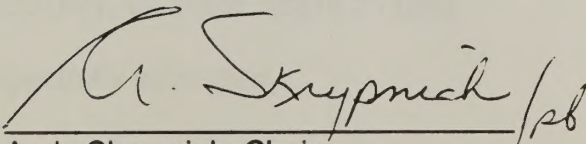
THAT THE HAMILTON PLACE BOX OFFICE BE CLOSED FOR THE SUMMER MONTHS COMMENCING JULY 1 TO SEPTEMBER 4, 2000.

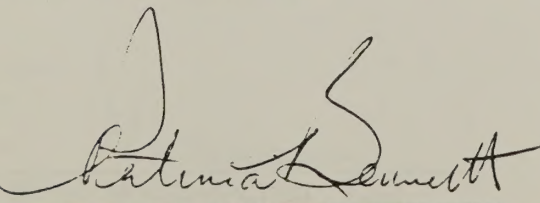
2. CC: Sodexho Marriott Services Canada Ltd.

THAT THE CONTRACT FOR THE PROVISION OF FOOD AND BEVERAGE CONCESSION SERVICES AT COPPS COLISEUM WITH SODEXHO MARRIOTT SERVICES CANADA LTD. BE EXTENDED FOR AN ADDITIONAL TWO (2) YEARS TO JULY 31, 2006 SUBJECT TO (IF DEEMED NECESSARY) THE APPROVAL OF THE TRANSITION BOARD; and

THAT THE APPROPRIATE AMENDMENTS BE MADE TO THE ORIGINAL CONTRACT DATED 1 AUGUST 1999 TO REFLECT BOTH AN INCREASE TO THE TOTAL AMOUNT OF CAPITAL IMPROVEMENTS AND EQUIPMENT INVESTMENTS AND ASSOCIATED AMORTIZATION OF SUCH INVESTMENTS.

Respectfully submitted,


Andy Skrypniak, Chair


Patricia Bennett, Secretary

B

AUDIT COMMITTEE FIRST REPORT OF 2000

The Audit Committee presents its **FIRST** Report of 2000 from its meeting held 2000 May 25 and respectfully requests approval of the following recommendations:

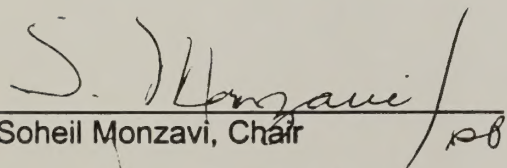
1. Draft 1999 Audited Financial Statements for H.E.C.F.I.

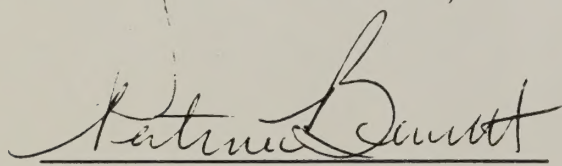
THAT THE DRAFT 1999 AUDITED FINANCIAL STATEMENTS FOR H.E.C.F.I. BE APPROVED.

2. Draft 1999 Audited Financial Statements for the Hamilton Performing Arts Foundation Inc.

THAT THE DRAFT 1999 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. BE APPROVED.

Respectfully submitted,


Soheil Monzavi, Chair


Patricia Bennett, Secretary

C

FINANCE AND ADMINISTRATION COMMITTEE FIRST REPORT OF 2000

The Finance and Administration Committee presents its **SECOND** Report of 2000 from its meeting held 2000 May 25 and respectfully requests approval of the following recommendations:

1. Proposed Settlement of Claim – Suzanne Dewys

THAT APPROVAL BE GIVEN TO BANNATYNE & COMPANY GENERAL INSURANCE ADJUSTERS TO PROCEED TO NEGOTIATE A SETTLEMENT ON HECFI'S BEHALF REGARDING SUZANNE DEWYS CLAIM FOR AN ALL-INCLUSIVE SUM OF UP TO \$2,000. WHICH AMOUNT WOULD TAKE INTO CONSIDERATION GENERAL DAMAGES, OUT OF POCKET EXPENSES AND CONTRIBUTORY NEGLIGENCE WITH RESPECT TO A PERSONAL INJURY CLAIM FROM A TRIP AND FALL ON THE SIDEWALK OUTSIDE OF HAMILTON PLACE THEATRE ON JUNE 18, 1999 RESULTING IN A FRACTURED LEFT ARM; and

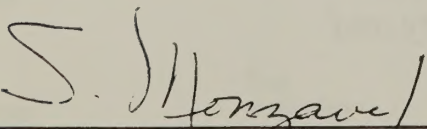
THAT THE SETTLEMENT BE FINANCED FROM THE CITY'S GENERAL DAMAGE CLAIM ACCOUNT, COHAM 52219 211065.

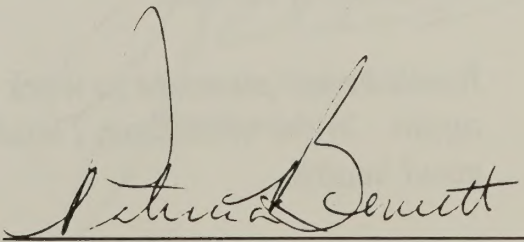
2. Proposed Settlement of Claim – Alison Snider

THAT APPROVAL BE GIVEN TO SETTLE A CLAIM RESPECTING ALISON SNIDER FOR AN ALL-INCLUSIVE SUM OF \$1,467.68, WHICH AMOUNT WOULD INCLUDE GENERAL DAMAGES, TRANSPORTATION AND ACCOMMODATION EXPENSES WITH RESPECT TO A PERSONAL INJURY CLAIM FROM A THROAT LESION AS A RESULT OF CONSUMING A PIECE OF BROKEN GLASS IN FOOD SERVED AT THE HAMILTON CONVENTION CENTRE AT THE NATIONAL CRIME PREVENTION CONFERENCE ON OCTOBER 5, 1999; and

THAT THE SETTLEMENT BE FINANCED FROM THE CITY'S GENERAL DAMAGE CLAIM ACCOUNT, COHAM 52219 211065.

Respectfully submitted,


Mr. Soheil Monzavi, Chair *pb*


Patricia Bennett, Secretary

APR 6 2000

HCA 2

J. Cameron Nolan
370 York Blvd., Suite 100
Hamilton, Ontario L8R 3L1

April 4, 2000

Gabe Macaluso
HECFI
1 Summers Lane
Hamilton ON L8P 4Y2

Dear Gabe:

I write to let you know that effective April 9th I leave the Hamilton Construction Association to become Director, Business Development with Ryco-Alberici, a respected Hamilton general contractor.

Over these past 17 years, as a client of HECFI particularly, and as a HECFI director, our professional relationship has been most appreciated. Naturally, these past few years service to HCA by the convention centre staff has been the centre of my attention.

Irene, Sal, Silena, Peter, and from the administration, Pat, Mary, Brad, Jerry, and many others (I am sure to have missed someone) have all shown us the very best attributes of service.

It will be my pleasure to work with any and all of you again. In the meantime, I wish you all prosperity and good health.

Yours truly,

J. Cameron Nolan



COCA

St. Joseph's Health Care Foundation

354 King Street West, Hamilton, ON L8P 1B3 • (905) 521-6036 • Fax (905) 577-0860

26 April 2000

Mr. Gabe Macaluso
HECFI
10 MacNab St. S.
Hamilton, ON L8P 4Y3

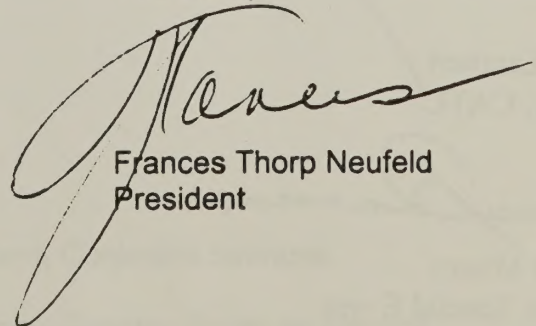
Dear Gabe:

I want to take this opportunity to say a big "THANK YOU" to your staff for a job well done on Thursday, April 20th when Hamilton Place was the venue for the National Beijing Dance Academy. Thanks to your staff, the evening was a tremendous success. In particular I would like to extend a thank you on behalf of our myself and our Board of Directors to:

- Debra Vivian
- Bella (Hamilton Place)
- Peter Kopatch (Convention Centre)
- John Elder
- Brad Calder

Without their assistance we would not have been able to enjoy the benefits of such a successful evening.

Yours truly,



Frances Thorp Neufeld
President

/ba
letter/Macaluso thank you

Making a Commitment, Meeting the Challenge

Charitable Number (BN) 11918 3549 RROOO1



St. Joseph's Hospital

St. Joseph's Community
Health Centre

Father Sean O'Sullivan
Research Centre

Honourary Chair
D. Morgan Firestone

Board of Directors

Bruce Whitehouse
Chair

Fay Booker

Bernice Cairns

Pat Collins

Ma Cupido

Bernadette Davidson

Aldo DeSantis

Thelma Maskell

Sister Michaela

Catherine Newell

Michael Ng

Jane Pietrantonio

Sam Scime

C. Raymond Siganski

oe Speranzini

Bob Stirling

Andrea Stringer

Fed Urbanowicz

Paul Whelan

ot Whyte

President
Frances T. Neufeld



May 1, 2000

Mr. Gabe Macaluso
Chief Operating Officer
HECFI
101 York Blvd.
Hamilton, Ontario
L8R 3L4

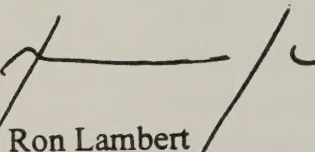
Dear Mr. Macaluso:

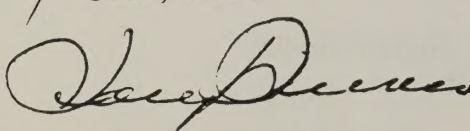
The Boards of Directors of The Children's Assessment and Treatment Centre, along with the members of the Special Event Committee, join us in thanking you for your support of our fund raising Theatre Event on Tuesday, March 21st. If you were able to attend the event, we hope you enjoyed the evening as much as we did.

Though the final tally is not yet complete, we know that we were successful in raising over \$30,000.00 and in raising public awareness of the CATC and Theatre Aquarius children and youth programs.

Especially, we thank you for your donation of an item for the Live Auction, which together with the Silent Auction and the Diamond Ring Draw, resulted in profits of over \$14,000.

Yours sincerely,


Ron Lambert
Chair, CATC


Mary Munro
Chair, Special Event

Head Office:

☐ **Burlington**
471 Pearl Street,
Burlington, Ontario L7R 4M4
Tel: 634-2347 Fax: 681-7477

☐ **Milton**
337 Ontario Street South
Milton, Ontario L9T 3X9
Tel: 875-2575 Fax: 875-3007

☐ **Oakville**
53 Bond Street
Oakville, Ontario L6K 1L8
Tel: 339-3525 Fax: 339-3513

☐ **P.A.T.H.**
471 Pearl Street,
Burlington, Ontario L7R 4M4
Tel: 634-2348 Fax: 681-7477

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, March 29, 2000
12 Noon
Copps Coliseum
Hamilton Room**

MINUTES

PRESENT: Alderman T. Anderson, Chair
Alderman B. Charters, First Vice Chair
Mayor R. Morrow
Alderman R. Corsini
Alderman B. Kelly
Mrs. M. Dow
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi
Mr. A. Skrypniak

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian

DELEGATION: Mr. S. Simms, Vice President, Corporate Services,
Sodexho Marriott
Mr. M. Noppe, Regional Sales Director, Sodexho Marriott
Mr. J. Salloum, General Manager, Sodexho Marriott,
Copps Coliseum

REGRETS: Mr. J. Nelson
Ms. B. Campbell

1. Opening Remarks

The Chair called the meeting to order at 12:15 p.m.

2. Delegation : Sodexho Marriott

Alderman Anderson welcomed the delegation from Sodexho Marriott which included Mr. Stephen Simms, Vice President of Corporate Services, Mr. Mark Noppe, Regional Sales Director and Mr. Joe Salloum, General Manager of Sodexho Marriott at Copps Coliseum. Mr. Simms addressed Sodexho Marriott's recent request to the H.E.C.F.I. Board that it consider an extension of the amortization period from five to seven years so as to allow for the depreciation of Sodexho Marriott's capital investment made at Copps Coliseum. Mr. Simms stated that Sodexho Marriott's contractual agreement with H.E.C.F.I. committed to a total capital investment of \$375,000. Sodexho has invested to date, approximately \$530,000 in new capital improvements. The increased expenditures resulted due to the extensive remedial work required to renovate the existing concession stands and the time limitations in which the work had to be completed. With the exception of stand 12, extensive work was done to all the stands; all required completely new mill work and counters. Top quality materials were used in the renovations – materials which will endure and wear well over time. The increased capital investment coupled with reduced attendance numbers which represent to date, only 65% of that quoted in the RFP form the basis of the request to H.E.C.F.I. It was acknowledged that Sodexho Marriott officials did not involve H.E.C.F.I. management in its decisions to complete work which was not consistently tendered, however it was also noted that pressure to meet time-lines often precluded the tendering process. H.E.C.F.I. management has been provided with a list of all work which has been done and equipment which has been installed. The delegation was thanked for their presentation. They left the meeting at 12:35 p.m.

During discussion it was clarified that:

- the RFP estimated that 468,000 patrons would visit Copps Coliseum from September to May. Actual numbers reflect only 307,000 patrons;
- Sodexho Marriott have demonstrated whenever possible that they are willing to work to promote the success of the facility – ie, accepting less commission from the pizza concessionaire when requested to do so;
- in the past H.E.C.F.I. has extended an amortization period in order to accommodate an overspent capital investment in the amount of \$74,370;
- the Director of Operations/Events Delivery will review invoices from the contractors in order to establish that the capital costs have been fair and reasonable;
- the discussion ended with a consensus that H.E.C.F.I. management should negotiate further with Sodexho Marriott officials to reach a mutually agreeable to solution. It was

MOVED by Mrs. Dow, seconded by Mr. Skrypniak

THAT THE REQUEST MADE BY SODEXHO MARRIOTT SERVICES CANADA LTD. TO EXTEND THE AMORTIZATION PERIOD FROM FIVE TO SEVEN YEARS NECESSARY TO DEPRECIATE THE CAPITAL IMPROVEMENT AND EQUIPMENT COSTS INVESTED AT COPPS COLISEUM BE RECONSIDERED.

MOTION CARRIED.

A. Community Dinner : Junior Achievement : April 10, 2000

Mr. Sonny Monzavi declared a conflict of interest and did not vote on this matter.

MOVED by Alderman Kelly, seconded by Alderman Corsini

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1,000. TO THE ANNUAL GOVERNOR'S DINNER FOR JUNIOR ACHIEVEMENT OF HAMILTON WENTWORTH TO BE HELD AT THE HAMILTON CONVENTION CENTRE APRIL 10, 2000.

MOTION CARRIED.

B. Community Dinner : Hamilton Philharmonic Orchestra : June 2, 2000

MOVED by Mayor Morrow, seconded by Alderman Kelly that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1,250. TO THE HAMILTON PHILHARMONIC ORCHESTRA'S FUND RAISING DINNER TO BE HELD AT THE LIUNA STATION FRIDAY, JUNE 2, 2000.

MOTION CARRIED. Mr. Monzavi opposed the motion.

3. Correspondence

MOVED by Mr. Skrypniak, seconded by Mr. Ingleby that

CORRESPONDENCE BE RECEIVED FROM ALDERMAN G. COPPS ON BEHALF OF THE REGIONAL ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES AND FROM DOROTHY WALLACE REGARDING THE PASSION PLAY.

MOTION CARRIED.

4. Minutes of Regular Meeting Held February 23, 2000

MOVED by Mr. DeCaria, seconded by Mr. Ingleby that

THE MINUTES OF THE REGULAR MEETING HELD FEBRUARY 23, 2000 BE APPROVED.

MOTION CARRIED.

5. Business Arising From the Minutes

Nil

6. Reports

6.1 Financial Summary for the Year Ended December 31, 1999

The Manager of Business Services presented the Preliminary Financial Summary for the Year Ended December 31, 1999 which reflects an under-expended municipal contribution in the amount of \$183,699. It was noted that the City's interest income was reduced in 1999 due to the delay in sending out its real estate tax bills. Subsequently, the interest income was distributed to all departments. As a result, H.E.C.F.I. has been allocated approximately \$14,500. less in interest income on its operating accounts. In the past the investment rate of return was applied to those accounts upon which interest is paid.

MOVED by Mr. Monzavi, seconded by Mr. Deys that

THE PRELIMINARY FINANCIAL SUMMARY FOR THE YEAR ENDED DECEMBER 31, 1999 BE RECEIVED.

MOTION CARRIED.

6.2 Status of H.E.C.F.I. Revenue for the Year Ended December 31, 1999

MOVED by Mrs. Dow, seconded by Mr. Baboth that

THE STATUS REPORT ON H.E.C.F.I. REVENUE FOR THE YEAR ENDED DECEMBER 31, 1999 BE RECEIVED.

MOTION CARRIED.

7. Private and Confidential

Nil

8. New Business

8.1 Christian Millennium Festival

Mayor Morrow extended an invitation to Board Members to attend the dinner in honour of Rev. Dr. Robert Schuller, as part of the Millennium Christian Festival, Sunday, April 9, 2000.

9. Other Business

9.1 Transition Board

Following brief discussion the Board directed the Chairman of the Board and the Managing Director/CEO to request the opportunity of making a presentation to the Transition Board, outlining its position with regards to amalgamation.

9.2 Wall of Fame

The Wall of Fame Induction ceremony will take place October 1st during the Detroit vs Toronto NHL Exhibition game. The Managing Director/CEO will provide the fifteen member committee with tickets to the game; Pat Quinn, Mario Lemieux, Wayne Gretzky and Mike Keenon will be invited to participate.

10. Date of Next Meeting

The date of the next meeting is Wednesday, April 26, 2000.

11. Adjournment

The meeting adjourned at 1:16 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chairman

Patricia Bennett, Secretary



Financial Summary
For The First Quarter Ended March 31, 2000

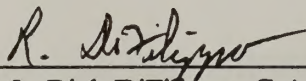
Actual Results For The Quarter Ended March 31, 1999		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$2,535,573	Revenue	\$2,165,437	\$2,107,243	\$ (58,194)
<u>2,699,270</u>	Expenses	<u>2,619,340</u>	<u>2,834,568</u>	<u>(215,228)</u>
	Excess of Expenses			
<u>\$ 163,697</u>	Over Revenue From Operations	<u>\$ 453,903</u>	<u>\$ 727,325</u>	<u>\$(273,422)</u>

Comments:

HECFI's municipal contribution was over-expended by \$273,422 (see row 3, column 3 above) for the quarter ended March 31, 2000.

The unfavourable results for the first quarter arose primarily due to higher than anticipated expenditures and to lower than anticipated revenue being generated at Copps Coliseum (lower activity levels).

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, C.A.
Manager of Business Services

04 May 2000

Copps
Coliseum

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	(1)	(2)	(3)	(4)	(5)	(6)
	Annual 2000 Budget	Budgeted Operating Results For The Three Month Period Ended Mar 31, 2000	Actual Operating Results For The Three Month Period Ended Mar 31, 2000	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The Three Month Period Ended Mar 31, 1999
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,350,100	\$353,334	\$335,135	(\$18,199)	-5.2%	\$552,102
OTHER RENTALS	559,440	179,112	143,436	(35,676)	-19.9%	130,085
FOOD, BEVERAGE AND CONCESSIONS	2,500,100	538,303	592,728	54,425	10.1%	581,744
RECOVERIES	2,521,170	872,238	836,086	(36,152)	-4.1%	989,837
BOX OFFICE	342,240	130,230	128,663	(1,567)	-1.2%	184,951
OTHER	340,850	92,220	71,195	(21,025)	-22.8%	98,854
TOTAL REVENUE	\$7,613,900	\$2,165,437	\$2,107,243	(\$58,194)	-2.7%	\$2,535,573
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$281,450	\$86,983	\$72,133	(\$5,150)	-7.7%	\$82,763
FOOD AND BEVERAGE	1,935,930	382,073	477,944	(95,871)	-25.1%	424,219
EVENTS DELIVERY	2,689,880	819,289	933,216	(113,947)	-13.9%	928,360
BUILDING OPERATIONS	1,680,930	431,246	473,988	(42,742)	-9.9%	425,148
MARKETING AND PROMOTION	1,687,300	527,175	500,049	27,126	5.1%	508,401
ADMINISTRATION-CEO/BOARD	500,170	125,606	122,951	2,655	2.1%	122,909
PROFESSIONAL FEES	30,000	5,001	0	5,001	100.0%	5,384
BUSINESS SERVICES	388,100	94,424	89,545	4,879	5.2%	101,545
BOX OFFICE	330,680	102,301	99,394	2,907	2.8%	96,453
INSURANCE	92,360	65,262	65,348	(86)	-0.1%	23,088
TOTAL EXPENSES	\$9,596,910	\$2,619,340	\$2,834,568	(\$215,228)	-8.2%	\$2,699,270
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$1,982,910	\$453,903	\$727,325	(\$273,422)	-60.2%	\$163,697
CONTRIBUTION FROM THE CITY	\$1,982,910	\$453,903	\$453,903	\$0	0.0%	\$307,300
UNDER (OVER) EXPENDED						
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$273,422)	(\$273,422)	0.0%	\$143,603

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE THREE MONTH PERIOD ENDED MARCH 31, 2000

	Hamilton Convention Centre	Hamilton Place	Copps Colliseum	Corporate*	TOTAL HECFI
	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date
2000 Actual	621,489	385,273	971,489	128,992	2,107,243
2000 Budget **	564,417	296,366	1,173,923	130,731	2,165,437
Favorable/ (Unfavorable) Variance	57,072	88,907	(202,434)	(1,739)	(58,194)

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre	Hamilton Place	Copps Colliseum	Corporate*	TOTAL HECFI
	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date
2000 Actual	621,489	385,273	971,489	128,992	2,107,243
1999 Actual	571,592	270,952	1,506,000	187,029	2,535,573
Favorable/ (Unfavorable) Variance	49,897	114,321	(534,511)	(58,037)	(428,330)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

5.2

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

URBAN
MUNICIPAL

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, June 28, 2000

12:00 Noon

Lunch Served at 11:30 a.m.

Copps Coliseum
Hamilton Room

URBAN MUNICIPAL

JUN 27 2000

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. Operations Third Report of 2000
- B. Community Dinner: Canadian Football Hall of Fame Induction

Attachment A
Attachment B

INFORMATION ITEMS

2. Correspondence
3. Minutes of Regular Meeting Held May 31, 2000
 - 3.1 Errors or Omissions
 - 3.2 Motion for Approval
4. Business Arising from the Minutes
 - 4.1 Progress Report : Hospitality Sales
5. Reports
 - 5.1 Financial Summary for the Five Month Period
Ended May 31, 2000
 - 5.2 Status of HECFI Revenue for the Five Month Period
Ended May 31, 2000

Nil

Attachment 3

Attachment 4.1

Attachment 5.1

Attachment 5.2

6. Private and Confidential

7. New Business

8. Other Business

9. Date of Next Meeting: Wednesday, July 26, 2000
or At the Call of the Chair

10. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
- (ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium

URBAN MUNICIPAL

1955

GOVERNMENT DOCUMENTS

A

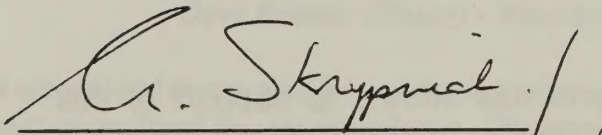
OPERATIONS COMMITTEE THIRD REPORT OF 2000

The Operations Committee presents its **THIRD** Report of 2000 from its meeting held 2000 June 21 and respectfully requests approval of the following recommendation:

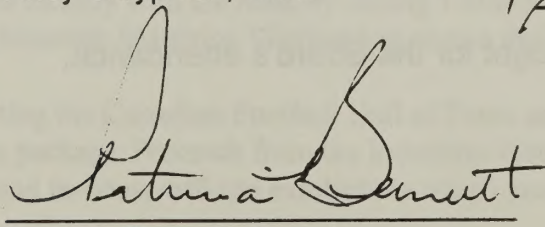
1. Neon Products Ltd. : Copps Coliseum Scoreboard

THAT THE HECFI BOARD OF DIRECTORS BE REQUESTED TO ACCEPT THE TERMS OF THE SETTLEMENT NEGOTIATED ON BEHALF OF HECFI AND NEON PRODUCTS LTD. IN RESPECT OF PAYMENT OF WITHHELD FUNDS RELATING TO THE INSTALLATION OF THE SCORECLOCK AT COPPS COLISEUM.

Respectfully submitted,



Andy Skrypniak, Chair



Patricia Bennett, Secretary

B

MEMO TO:

H.E.C.F.I. BOARD OF DIRECTORS

FROM:

Mr. Gabe Macaluso
Managing Director/CEO

DATE:

2000 June 21

SUBJECT:

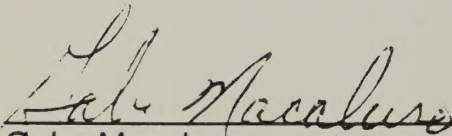
COMMUNITY DINNER :
Canadian Football Hall of Fame Induction
Friday, September 29, 2000, HCC

RECOMMENDATION:

THAT THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE CANADIAN FOOTBALL HALL OF FAME INDUCTION DINNER, FRIDAY, SEPTEMBER 29TH AT THE CONVENTION CENTRE AT A COST NOT TO EXCEED \$700.

BACKGROUND:

- ◆ Historically, the H.E.C.F.I. Board of Directors has shown its support of this prestigious community event which is held at the Convention Centre.
- ◆ Funds have been allocated in the operating budget for the Board's attendance.


Gabe Macaluso
Managing Director/CEO

MAY 25 2000

CANADIAN FOOTBALL HALL OF FAME & MUSEUM

58 JACKSON STREET WEST, HAMILTON

ONTARIO L8P 1L4 PHONE (905) 528-7566
FAX (905) 528-9781



May 5th, 2000

Mr. Gabe Macaluso
H.E.C.F.I.
101 York Boulevard
Hamilton, Ontario
L8R 3K1

Dear ~~Mr. Macaluso~~:

Gabe

We invite you to participate in our "*Gala 2000 Induction Weekend*" which promises to be the biggest and best ever. The Canadian Football Hall of Fame's 28th Annual Induction Weekend will be held in Hamilton, Ontario from September 28th - September 30th, 2000. Our weekend encourages members of the public to join in the scheduled events such as the Formal Induction Dinner, the 5th Annual Legends On The Links Celebrity Golf Tournament, the Inductee Bust Unveiling and the Hall of Fame Football Game.

This year we will be inducting five individuals. The year 2000 inductees are:

Danny Bass (Player) - Edmonton Eskimos
Hugh Campbell (Builder) - Edmonton Eskimos
Grover Covington (Player) - Hamilton Tiger-Cats
James Murphy (Player) - Winnipeg Blue Bombers
Dave Raimy (Player) - Winnipeg Blue Bombers and Toronto Argonauts

A detailed schedule of events and the registration information for the "*Gala Induction Dinner 2000 and the Celebrity Golf Tournament*" are enclosed for your completion. Our host hotel for year 2000 is the Sheraton Hamilton Hotel. You can make reservations directly with the hotel by calling 1-800-514-7101. Please tell them you are with the Canadian Football Hall of Fame and Museum Induction Weekend to ensure the special rate of \$77.00/night plus applicable taxes.

By supporting the Canadian Football Hall of Fame and Museum, your contribution will be tax receipted as outlined in the registration package. Proceeds from the Induction Weekend events are directed to the public programs, such as the education programs and in-house/off-site exhibitions which promote the history of all levels of Canadian Football.

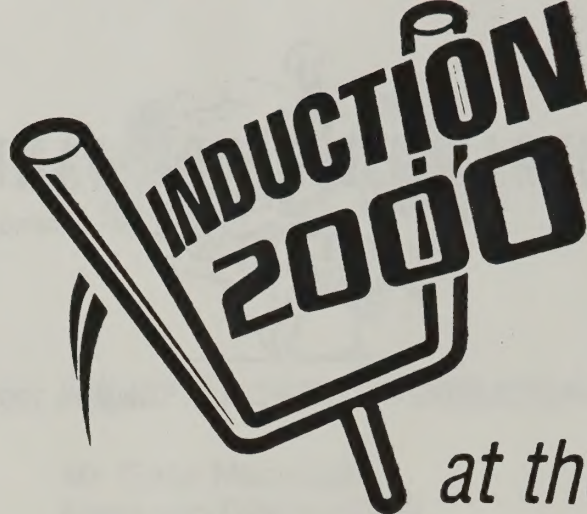
Please come and support ***Induction Weekend 2000***, and help us recognize the achievements of some of Canada's finest football heroes. If you have any questions pertaining to the inductees or the scheduled events, please contact Janice Smith, Managing Director, at (905) 528-7566.

Sincerely,

Reg Wheeler
Chairman, Induction Committee



*Come Be
Part of*



at the

CANADIAN FOOTBALL HALL OF FAME

**September 28th - 30th, 2000
Hamilton, Ontario**

*Honouring football greats
Danny Bass, Hugh Campbell, Grover Covington,
James Murphy and Dave Raimey*

Also featuring Honoured Members Wayne Harris, John Barrow and Bob Simpson

**THURSDAY,
September 28th**

5th Annual Legends on the Links Celebrity Golf Tournament

- golf with football and media celebrities
- \$165 per golfer – *all inclusive* (\$70 tax receipt)

**FRIDAY,
September 29th**

Noon - 2:00 p.m. at the Canadian Football Hall of Fame

- unveiling of the busts
- autograph session with the inductees
- tours of the Museum

28th Annual Induction Dinner

- \$75 per person (\$35 tax receipt)
- \$700 per table of 10 (\$300 tax receipt)

**SATURDAY,
September 30th**

Hall of Fame Game

- Hamilton Tiger-Cats vs. Montreal Alouettes
- tickets available through the Tiger-Cat ticket office 1-800-714-ROAR

To purchase tickets for the Induction Dinner or golf tournament, please contact:

Canadian Football Hall of Fame & Museum
58 Jackson Street West
Hamilton, Ontario
L8P 1L4

Phone (905) 528-7566
Fax (905) 528-9781
e-mail fhfchin@interlynx.net
Or visit us at www.footballhof.com

- ☐ I would like to register ____ teams @ \$660.00
☐ I would like to register ____ golfers @ \$165.00

TOTAL AMOUNT ENCLOSED: \$ _____

Tax Receipt Required ☐ Yes ☐ No

TEAM/INDIVIDUAL

Name _____

Address _____

City _____ Postal Code _____

Telephone Number _____

TEAM MEMBERS

Player 1 _____

Player 2 _____

Player 3 _____

Player 4 _____

- ☐ I would like to donate a prize: _____
☐ I would like to donate to the Hall of Fame
☐ \$100.00 hole sponsorship (see other side)

Please make cheque payable to:

Canadian Football Hall of Fame

and mail to:

58 Jackson Street West
 Hamilton, Ontario
 L8P 1L4

PAYMENT REQUIRED
 BY SEPTEMBER 19TH, 2000

Cancellations after September 14th
 will not be refunded.



5th Annual LEGENDS ON THE LINKS Celebrity Golf Tournament

YEAR 2000

INDUCTEES

DANNY BASS - *Player*

HUGH CAMPBELL - *Builder*

GROVER COVINGTON - *Player*

JAMES MURPHY - *Player*

DAVE RAIMEY - *Player*



THURSDAY SEPTEMBER 28TH, 2000
 KING'S FOREST GOLF COURSE
 100 GREENHILL ROAD
 HAMILTON, ONTARIO



Honorary Chairman - Bob Bratina
 Master of Ceremonies - Norm Marshall

INFORMATION

Green Fees:

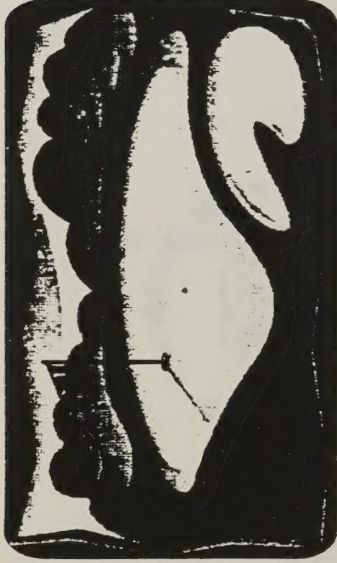
- \$165.00 per golfer
- \$70.00 tax receipt

Included in green fee price:

- Celebrity Guest
- Bag Drop (front of clubhouse)
- Golf game including cart
- Registration Bootie Bag
- Breakfast
- Lunch
- Dinner
- Locker/Shower facilities available
- Raffle and mulligan tickets
- 2 beer tickets during cocktail hour
- Prizes and Awards

Itinerary:

- 9:00 a.m. Registration & Breakfast
- 10:30 a.m. Tee Off (*Scramble format*)
- Dinner to follow



Corporations and individuals can sponsor a hole for \$100.00 (*tax deductible*).
Donors will be recognized by signage on the course and in the dinner program.

☐ Yes, I would like to sponsor a hole:

Organization/Individual:

Address:

Telephone Number:

HOLE EVENTS

- Longest Accuracy Drive
(*men and women*)
- Closest to the Pin
- Hole-In-One
- Door Prize Raffle

MISSION

Funds raised from the Celebrity Golf Tournament will be used to ensure the ongoing operations of the Canadian Football Hall of Fame and Museum and its public programs.

Your support is greatly appreciated.



**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, May 31, 2000
12:00 Noon
Copps Coliseum, Hamilton Room**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Alderman R. Corsini
Alderman B. Kelly
Mrs. M. Dow
Ms. B. Campbell
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. J. Nelson
Mr. A. Skrypniak

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian
Ms. J. Mills

REGRETS:

Mayor R. Morrow
Alderman B. Charters
Mr. S. Monzavi

1. Opening Remarks

The Chair called the meeting to order at 12:15 p.m.

A. Operations Committee Second Report of 2000

Following review of the Operations Committee Second Report the Board approved the following recommendations:

HP: Hamilton Place Box Office

MOVED by Mr. Skrypniak, seconded by Mr. Ingleby that

THE HAMILTON PLACE BOX OFFICE BE CLOSED FOR THE SUMMER MONTHS COMMENCING JULY 1 TO SEPTEMBER 4, 2000.

MOTION CARRIED.

CC: Sodexho Marriott Services Canada Ltd.

MOVED by Mr. Nelson, seconded by Ms. Campbell that

THE CONTRACT FOR THE PROVISION OF FOOD AND BEVERAGE CONCESSION SERVICES AT COPPS COLISEUM WITH SODEXHO MARRIOTT SERVICES CANADA LTD. BE EXTENDED FOR AN ADDITIONAL TWO (2) YEARS TO JULY 31, 2006 SUBJECT TO (IF DEEMED NECESSARY) THE APPROVAL OF THE TRANSITION BOARD; and

THAT THE APPROPRIATE AMENDMENTS BE MADE TO THE ORIGINAL CONTRACT DATED 1 AUGUST 1999 TO REFLECT BOTH AN INCREASE TO THE TOTAL AMOUNT OF CAPITAL IMPROVEMENTS AND EQUIPMENT INVESTMENTS AND ASSOCIATED AMORTIZATION OF SUCH INVESTMENTS.

MOTION CARRIED.

B. Audit Committee First Report of 2000

Following review of the Audit Committee First Report the Board approved the following recommendations:

Draft 1999 Audited Financial Statements for H.E.C.F.I.

MOVED by Mr. Baboth, seconded by Mr. Ingleby that

THE DRAFT 1999 AUDITED FINANCIAL STATEMENTS FOR H.E.C.F.I. BE APPROVED.

MOTION CARRIED.

MOVED by Alderman Corsini, seconded by Mrs. Dow that

THE DRAFT 1999 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. BE APPROVED.

MOTION CARRIED.

2. Finance and Administration Committee Second Report of 2000

Following review of the Finance and Administration Committee Second Report the Board approved the following recommendations:

Proposed Settlement of Claim – Suzanne Dewys

MOVED by Mr. DeCaria, seconded by Mr. Deys that

APPROVAL BE GIVEN TO BANNATYNE & COMPANY GENERAL INSURANCE ADJUSTERS TO PROCEED TO NEGOTIATE A SETTLEMENT ON HECFI'S BEHALF REGARDING SUZANNE DEWYS' CLAIM FOR AN ALL-INCLUSIVE SUM OF UP TO \$2,000. WHICH AMOUNT WOULD TAKE INTO CONSIDERATION GENERAL DAMAGES, OUT OF POCKET EXPENSES AND CONTRIBUTORY NEGLIGENCE WITH RESPECT TO A PERSONAL INJURY CLAIM FROM A TRIP AND FALL ON THE SIDEWALK OUTSIDE OF HAMILTON PLACE THEATRE ON JUNE 18, 1999 RESULTING IN A FRACTURED LEFT ARM; and

THAT THE SETTLEMENT BE FINANCED FROM THE CITY'S GENERAL DAMAGE CLAIM ACCOUNT, COHAM 52219 211065.

MOTION CARRIED.

Proposed Settlement of Claim – Alison Snider

MOVED by Mr. DeCaria, seconded by Mr. Deys that

APPROVAL BE GIVEN TO SETTLE A CLAIM RESPECTING ALISON SNIDER FOR AN ALL-INCLUSIVE SUM OF \$1,467.68, WHICH AMOUNT WOULD INCLUDE GENERAL DAMAGES, TRANSPORTATION AND ACCOMMODATION EXPENSES WITH RESPECT TO A PERSONAL INJURY CLAIM FROM A THROAT LESION AS A RESULT OF CONSUMING A PIECE OF BROKEN GLASS IN FOOD SERVED AT THE HAMILTON CONVENTION CENTRE AT THE NATIONAL CRIME PREVENTION CONFERENCE ON OCTOBER 5, 1999; and

THAT THE SETTLEMENT BE FINANCED FROM THE CITY'S GENERAL DAMAGE CLAIM ACCOUNT, COHAM 52219 211065.

MOTION CARRIED.

3. Correspondence

MOVED by Mr. Skrypniak, seconded by Ms. Campbell that

CORRESPONDENCE RECEIVED FROM MR. C. NOLAN, FRANCES THORP NEUFELD ON BEHALF OF ST. JOSEPH'S HEALTH CARE FOUNDATION AND MARY MUNRO ON BEHALF OF THE CHILDREN'S ASSESSMENT AND TREATMENT CENTRE BE RECEIVED.

MOTION CARRIED.

Alderman Anderson made reference to correspondence he recently received from the Fire Chief regarding the recent Fire Chief's Convention held in Hamilton. The correspondence praised HECFI in relation to its experience at the Convention Centre but expressed serious concerns regarding their hotel experiences which included a last-minute (and non-negotiated) change to the agreement with Sheraton Hamilton and unsatisfactory conditions at the Connaught and Ramada hotels. Copies of the correspondence have been forwarded to General Managers at all three facilities. The CEO suggested that the City Manager for the Transition Board, D. Lychak, should also receive a copy of this letter. It was reiterated that this has been a long-standing issue in Hamilton.

3. Minutes of Regular Meeting Held March 29, 2000

MOVED by Mr. Baboth, seconded by Mr. Deys that

THE MINUTES OF THE MEETING HELD MARCH 29TH BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

The CEO reported that he had not made a presentation to the Transition Board although he has spoken with both Messrs. Ryder and Lychak. It has been indicated that a consultant may be retained to review HECFI and its processes. Mr. Macaluso has met with the consultant who has been retained to assess the Economic Development department.

5. Reports

5.1 Financial Summary for the First Quarter Ended March 31, 2000

MOVED by Mr. Nelson, seconded by Mr. Ingleby that

THE FINANCIAL SUMMARY FOR THE FIRST QUARTER ENDED MARCH 31, 2000 BE RECEIVED.

MOTION CARRIED.

The CEO stated that at the present time some discretionary spending has been curtailed; at year end it is predicted that HECFI will not have a deficit .

5.2 Status of HECFI Revenue for the First Quarter Ended March 31, 2000

MOVED by Alderman Corsini, seconded by Mrs. Dow that

THE STATUS REPORT ON HECFI REVENUE FOR THE THREE MONTH PERIOD ENDED MARCH 31, 2000 BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

Nil

7. New Business

7.1 Hospitality/Sales Department

The CEO announced that Vince Guglielmo has resigned effective June 16th to become the Director of Marketing for the Automotive Parts Manufacturers' Association. Vince, as well as being a Sales Executive, has been HECFI's system administrator for the booking software, EBMS. Until such time as the Transition Board makes a determination with respect to its approach to HECFI (and any resultant changes) a Sales Executive will be retained on a contract basis. Discussion will take place with the City/Regional Systems Department regarding the software issue.

7.2 Ivor Wynne

Discussion has taken place between the CEO and Mr. Ross Fair; however, until such time as the Transition Board finalizes its determinations with respect to jurisdiction, no further discussion will take place.

8. Other Business

Nil

9. Date of Next Meeting

Wednesday, June 28, 2000

10. Adjournment

The meeting adjourned at 12:50 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

-INFORMATION-

MEMO TO: HECFI Board of Directors

FROM: Mr. G. Macaluso Mr. S. Farrauto, Manager
 Managing Director/CEO Hospitality Sales

DATE: June 23, 2000

SUBJECT: **HOSPITALITY SALES DEPARTMENT UPDATE**
January to mid June, 2000

BACKGROUND

In January 2000 the Hospitality Sales Department undertook the direction of concentrating strictly on "outside" sales. This report will outline the accomplishments/activities of this new initiative from January to mid-June, 2000.

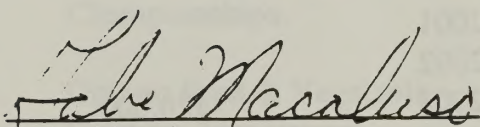
PROGRESS REPORT:

- A substantial amount of time was dedicated to the smooth transition of local sales and the contracting function to the Client Services Department, particularly in the first quarter. Time was spent training and answering inquiries for Client Services staff, while at the same time educating HECFI's clients that a shift in responsibilities has occurred. It remains an extremely important goal to ensure that client inquiries and concerns be addressed even if it requires input from the "outside" Sales Department. Time continues to be dedicated to this at a diminishing rate.
- The physical move of the department to the third floor of Hamilton Place was completed in April.
- The "outside" Sales Department has confirmed a total of twenty-five (25) large bookings amounting to estimated revenues of \$1,641,000.00.
- An additional twenty-three (23) bid proposals are outstanding/pending with clients amounting to \$943,000.00 in potential revenues.
- A total of eight (8) bids were submitted and lost due to various reasons. If secured, potential estimated revenues would have amounted to \$482,000.00.
- The database of client names has been updated and reestablished with a total of approximately eight hundred (800) requalified entries to date.
- First quarter sales campaigns for "We Want You Back", Independent Meeting Planners, Medical and Corporate have been completed. Amateur Sports has been deferred to later in the year.

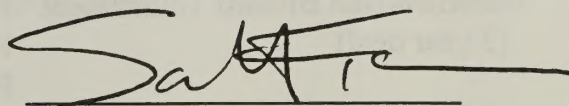
- Second quarter sales campaign leads for Food and Science, Professional Associations, and Trade and Consumer Shows have been qualified and are awaiting mail-outs.
- The CSAE Trillium Chapter Annual General Meeting was secured and occurred in June. This marks the first time it was held outside of Toronto and provided another opportunity to showcase the Hamilton Convention Centre to prospective clients.
- Confirmed business has been generated or bid proposals have been submitted in every sector which was identified in the 2000 Marketing Plan : religious, union, medical, political, educational, professional, food and science, government, independent meeting planners and "We Want You Back".
- One of the important objectives of the marketing plan is to pursue and confirm "major" special events (national or international, extensive media, major economic impact) with the goal of attaining at least one for each of the upcoming years. This objective has been accomplished with the confirmation of the 2001 Juno Awards and the 2002 Bank of Montreal Canadian Championships (figure skating).
- One of the initiatives of the department is to secure multi-year contracts with some of our clients. This eliminates the risk of another city being selected and ensures multi-year revenues for HECFI. To date, three (3) multi-year deals have been confirmed: Sports Distributors of Canada, Ontario 8-Ball Billiard Tournament and the Michael DeGroote National Business Conference. An additional three, three-year proposals have been submitted and are pending.
- Many of the other strategies outlined in the 2000 Marketing Plan have been employed including inviting prospective clients to HECFI events, image advertising, Client Appreciation night, staff training and attendance at industry marketplaces/conferences and monthly luncheons.
- The department has continued to work closely with our hospitality partners and the Region's Economic Development Department in exchanging lead information and participating in various sales initiatives/campaigns.
- To date, the decision to restructure the sales activities appears to be working. The "outside" sales department has had success in securing a number of confirmed bookings and has a healthy number of outstanding proposals before clients at this time. It is important to note that this has been accomplished with one of the Sales Executives, Mr. Vince Guglielmo, continuing to act as the EBMS systems administrator. This will be eliminated based on the fact that Mr. Guglielmo has just left the HECFI organization to pursue another employment opportunity. As well, the department is still adjusting to the fact that it no longer has a secretarial/support position.

It is recommended that HECFI continue with this sales initiative at this time with expected increased results in the future.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO



Sal Farrauto, Manager
Hospitalty/Sales

**HOSPITALITY SALES DEPARTMENT CONFIRMED
BOOKINGS FOR JANUARY TO MID JUNE 2000**

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
1.	Sports Distributors of Canada (3 year deal)	September 15-21,2000 September 14-20, 2001 September 13-19, 2002	\$138,000.
2.	Catholic Curriculum Cooperative	October 19-21, 2000	70,000.
3.	Ontario 8 Ball Billiard Tournament (3 year deal)	February 14-18, 2001 February 13-17, 2002 February 12-16, 2003	120,000.
4.	North American University Hockey Championships	April 16, 2000	10,000.
5.	Canadian Union of Public Employees	May 23-25, 2002	35,000.
6.	Ontario Pharmacists' Association	June 6-10, 2001	50,000.
7.	Liberal Party of Canada (Ontario)	November 17-20, 2000	35,000.
8.	Steel City Open Karate Championship	June 23-24, 2000	10,000.
9.	401 8 Ball Billiard Tournament	November 10-13, 2000	10,000.
10.	Canadian Society of Association ExecutivesTrillium Chapter Annual General Meeting	June 7, 2000	3,000.
11.	American Canadian Macedonia Orthodox Diocese	September 2-3, 2000	60,000.
12.	Canadian Institute of Food Science & Technology	June 1-4, 2003	40,000.
13.	Nurse-to-Nurse Learning, Caring, Laughing	May 23-24, 2000	23,000.

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
14.	Michael DeGroote School of Business National Business Conference (3 year deal)	January 17-19, 2001 January 16-18, 2002 January 15-17, 2003	60,000.
15.	International Congress of Nitrogen Fixation	July 1-7, 2001	50,000.
16.	Ontario Marina Operators	November 19-21, 2000	20,000.
17.	Canadian Figure Skating Championships	January 10-13, 2002	400,000.
18.	Ontario Fruit & Vegetable Growers Association	February, 20-22, 2001	15,000.
19.	Juno Awards	February 25 – March 5, 2001	330,000.
20.	Automotive Parts Manufacturers Association	April 17-19, 2001	65,000.
21.	Ontario Association of Committee of Adjustment and Consent	June 3-6, 2001	17,000.
22.	Ontario Chamber of Commerce	May, 2005 (dates tba)	T.B.D.
23.	International Police Divers Symposium	September 14-15, 2001	14,000.
24.	Municipal Electric Association	September 5-7, 2000	26,000.
25.	Around the Bay Road Race	March 24-25, 2001 March 23-24, 2002 March 29-30, 2003	40,000.

Total Confirmed	Estimated Revenue	\$1,641,000.
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**HOSPITALITY SALES DEPARTMENT OUTSTANDING BIDS
PENDING SUBMITTED DURING 1ST HALF, JANUARY TO MID-JUNE 2000**

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
1.	Golden Curl Image Awards	June 23, 2001	25,000.
2.	Ontario Veterinary Technicians	February 21-23, 2002	15,000.
3.	Water Environment Association of Ontario	April 13-17, 2002	50,000.
4.	Progressive Conservative Party of Canada	October 18-21, 2001	50,000.
5.	15 th Annual Conference of First Night International	March/April, 2001	20,000.
6.	Mary Kay Cosmetics	March 15-17, 2001	14,000.
7.	Canadian Greenhouse Conference	October 2-4, 2001 or October 8-10, 2002	40,000.
8.	Pentecostal Assemblies of Canada Western Ontario Men's Conference	April 29 – May 3, 2001	18,000.
9.	Pentecostal Assemblies of Canada Women's Ministries	April 15-17, 2001 April 19-21, 2002	24,000.
10.	Ontario Network of Employment Skills Training Projects	April 11-13, 2001	10,000.
11.	Christian Missionary Alliance in Canada	July 3-8, 2002	50,000.
12.	Ontario District S.P.E.B.S.Q.S.A. (Barbershoppers)	October 11-14, 2001	10,000.
13.	Insurance Brokers of Ontario Association	October 23-25, 2002	T.B.D.
14.	Canadian Museums Association	April 29 – May 3, 2003	30,000.

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
15.	Fred Deely Imports – Harley Davidson Convention & Tradeshow	July 30 – August 8, 2001	50,000.
16.	Greater Alliance of Seniors Drum & Bugle Band Convention	April 30 – May 3, 2004	70,000.
17.	United Nations Model Conference	February 25 – March 1, 2001	20,000.
18.	Ontario Real Estate Association	February 25-28, 2003	33,000.
19.	Canadian Psychological Association	June 9-16, 2002	31,000.
20.	Acquired Brain Injury Conference (3 year deal)	May 3-4, 2001 May 2-3, 2002 May 1-2, 2003	63,000.
21.	Ontario Association of Optometrists (3 year deal)	April 5-7, 2001 April 4-6, 2002 April 3-5, 2003	195,000.
22.	St. John Ambulance (3 year deal)	October 26-28, 2001 October 25-27, 2002 October 24-26, 2003	90,000.
23.	Canadian Medical Association	August 13-19, 2004	<u>35,000.</u>
		Potential Revenue	\$943,000.

HOSPITALITY SALES DEPARTMENT BIDS SUBMITTED AND LOST

<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
1. Jenkins Show Productions (CC) not ready to launch show in Hamilton	February 21-26, 2001	30,000.
2. Canadian Automatic Merchandising Association decided to remain in Toronto	May 16-18, 2002	14,000.
3. Weekenders Conference & Fashion Show decided to remain in Toronto	February 6-10, 2001	86,000.
4. Ontario Youth Liberal Party chose Windsor – self contained in one property	May 26-28, 2000	8,000.
5. Canadian Hydrographic Association chose Westin Harbour Castle (lakefront) – self contained in one property	April 27 – May 3, 2002	43,000.
6. International Skating Union (ISU) 4 Continents Championship chose Halifax Metro Centre	January 23 – February 2, 2003	250,000.
7. Navistar International Parts and Service Exposition and Conference going east to Halifax, re-bid for 2002	September 25-27, 2001	40,000.
8. Ontario Christian Home Educators Connection Convention decided to stay at Redeemer College	May 4-5, 2001	11,000.
Lost Potential Revenue		\$482,000.

Hospitality/Sales Monthly Sales Objectives

	January	Actual	February	Actual	March	Actual	April	Actual	May	Actual	June	Actual	July	August	September	October	November	December	Total
Number of telephone calls	50	65	200	170	400	275	400	168	400	128	400	120	200	200	400	400	400	200	3650
Number of direct Mail pieces received	50	113	200	47	200	172	200	100	200	0	200	0	100	100	200	200	200	100	2150
Number of appointments	5	10	20	23	60	16	60	30	60	25	60	16	25	25	60	60	60	30	525
Number of proposals/letters submitted	5	5	10	6	15	9	15	8	15	11	15	4	5	5	15	15	15	5	135
Number of confirmed appointments	4	1	6	7	6	7	6	3	6	5	6	4	4	4	6	7	6	4	65

Note: An estimated 1000 telephone calls have been placed by a co-op student during the months of January to June for the purpose of qualifying client leads. These calls are not reflected in data recorded above. Added to the "Actual" telephone calls made by the Sales Executives from January to June (926) the total number of calls generated by the department during the six month period amounted to 1,926 (exceeding the objective of 1,850).

Financial Summary For The Five Month Period Ended May 31, 2000

**Actual Results
 For The Five Month
 Period Ended
 May 31, 1999**

		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable <Unfavourable> <u>Budget Variance</u>
\$3,684,868	Revenue	\$3,549,283	\$3,576,821	\$ 27,538
<u>4,192,268</u>	Expenses	<u>4,213,481</u>	<u>4,481,948</u>	<u>(268,467)</u>
	Excess of Expenses			
<u>\$ 507,400</u>	Over Revenue From Operations	<u>\$ 664,198</u>	<u>\$ 905,127</u>	<u>\$(240,929)</u>

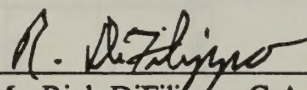
Comments:

HECFI's municipal contribution was over-expended by \$240,929 (see row 3, column 3 above) for the five month period ended May 31, 2000. This represents a decrease of \$32,493 in the over-expended amount that was reported to you last month for the quarter ended March 31, 2000.

The favourable results for the month arose mainly as a result of attaining higher than anticipated revenues at the Hamilton Convention Centre.

The unfavourable results for the five months arose primarily due to lower than anticipated revenue being generated at Copps Coliseum as well as higher than expected expenditures.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



 Mr. Rick DiFilippo, C.A.
 Manager of Business Services

21 June 2000

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Budgeted Operating Results For The Five Month Period Ended May 31 2000		Actual Operating Results For The Five Month Period Ended May 31 1999		Favourable/ (Unfavourable) Budget Variance Amount		%	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
REVENUE								
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,350,100	\$597,884	\$614,788	\$16,904	2.8%	\$779,505		
OTHER RENTALS	559,440	264,404	198,905	(65,499)	-24.8%	202,640		
FOOD, BEVERAGE AND CONCESSIONS	2,500,100	1,106,281	1,261,529	155,248	14.0%	1,058,711		
RECOVERIES	2,521,170	1,240,524	1,221,542	(18,982)	-1.5%	1,301,077		
BOX OFFICE	342,240	198,450	171,357	(27,093)	-13.7%	213,953		
OTHER	340,850	141,740	108,700	(33,040)	-23.3%	128,982		
TOTAL REVENUE	\$7,613,900	\$3,549,283	\$3,576,821	\$27,538	0.8%	\$3,684,868		
EXPENSES BY DEPARTMENT / SECTION								
OPERATIONS-ADMINISTRATION	\$281,450	\$111,447	\$112,586	(\$1,139)	-1.0%	\$108,526		
FOOD AND BEVERAGE	1,935,930	801,236	988,555	(187,319)	-23.4%	802,642		
EVENTS DELIVERY	2,689,880	1,231,458	1,398,076	(167,618)	-13.6%	1,332,439		
BUILDING OPERATIONS	1,680,930	708,784	731,106	(22,322)	-3.1%	679,786		
MARKETING AND PROMOTION	1,667,300	763,350	688,321	74,029	9.7%	710,138		
ADMINISTRATION-CEO/BOARD	500,170	205,977	196,313	9,664	4.7%	201,982		
PROFESSIONAL FEES	30,000	8,335	0	8,335	100.0%	0		
BUSINESS SERVICES	388,100	157,583	155,471	2,112	1.3%	166,150		
BOX OFFICE	330,690	160,049	144,172	15,877	9.9%	152,125		
INSURANCE	92,360	65,262	65,348	(86)	-0.1%	38,480		
TOTAL EXPENSES	\$9,596,810	\$4,213,481	\$4,481,948	(\$268,467)	-6.4%	\$4,192,288		
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$1,982,910	\$684,198	\$905,127	(\$240,929)	-36.3%	\$507,400		
CONTRIBUTION FROM THE CITY	\$1,982,910	\$684,198	\$684,198	\$0	0.0%	\$721,372		
UNDER (OVER) EXPENDED	\$0	\$0	(\$240,929)	(\$240,929)	0.0%	\$213,972		
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$240,929)	(\$240,929)	0.0%	\$213,972		

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

**STATUS REPORT ON HECFI REVENUE
FOR THE FIVE MONTH PERIOD ENDED MAY 31, 2000**

51.2

Hamilton Convention Centre	<u>Hamilton Place</u>		<u>Copps Coliseum</u>		<u>Corporate *</u>		TOTAL HECFI	
	Current Two Month Period	Year to Date	Current Two Month Period	Year to Date	Current Two Month Period	Year to Date		
2000 Actual	773,586	1,395,075	245,983	631,256	405,796	1,377,285	1,469,578	3,576,821
2000 Budget **	609,082	1,173,499	178,993	475,359	525,716	1,699,639	1,383,845	3,549,283
Favorable/ (Unfavorable) Variance	164,504	221,576	66,990	155,897	(119,920)	(322,354)	85,733	27,538

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>		<u>Hamilton Place</u>		<u>Copps Coliseum</u>		<u>Corporate *</u>		<u>TOTAL HECFI</u>	
	<u>Current Two Month Period</u>	<u>Year to Date</u>	<u>Current Two Month Period</u>	<u>Year to Date</u>	<u>Current Two Month Period</u>	<u>Year to Date</u>	<u>Current Two Month Period</u>	<u>Year to Date</u>		
2000 Actual	773,586	1,395,075	245,983	631,256	405,796	1,377,285	44,213	173,205	1,469,578	3,576,821
1999 Actual	636,719	1,208,311	230,360	501,312	251,712	1,757,712	30,504	217,533	1,149,295	3,684,868
Favorable/ (Unfavorable) Variance	136,867	186,764	15,623	129,944	154,084	(380,427)	13,709	(44,328)	320,283	(108,047)

* Corporate revenue includes revenue common to two or all three facilities, such as Interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

CAYON HBL V89
A35
2000

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 29, 2000

URBAN MUNICIPAL

8:30 A.M.

Hamilton Convention Centre

SEP 1 - 2000

Room 314

Breakfast Served

URBAN
MUNICIPAL

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. Promotions/Co-Promotions : Funding Provision to Negotiate Acts Attachment A

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held June 28, 2000 Attachment 3
 - 3.1 Errors or Omissions
 - 3.2 Motion for Approval
4. Business Arising from the Minutes
 - 4.1 Hospitality Sales – Administrative Support Verbal
 - 4.2 Update : Hamilton Performing Arts Foundation Scholarship Verbal
5. Reports
 - 5.1 Financial Summary for the Seven Month Period
Ended July 31, 2000 Attachment 5.1
 - 5.2 Status of HECFI Revenue for the Seven Month Period
Ended July 31, 2000 Attachment 5.2
 - 5.3 Director's Report/Operations/Events Delivery Attachment 5.3
 - 5.4 Confirmed Events Attachment 5.4
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: Wednesday, September 27, 2000
10. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
 - (ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium
-

2000 August 23
Patricia Bennett
Legislative Assistant

GOVERNMENT DOCUMENTS

A

-RECOMMENDATION-

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso John Elder, Manager
Managing Director/CEO Programming

DATE: 2000 August 23

SUBJECT: **PROMOTIONS/CO-PROMOTIONS**

RECOMMENDATION

THAT THE MANAGING DIRECTOR/CEO BE AUTHORIZED TO PROMOTE/CO-PROMOTE ENTERTAINMENT AND SPORTS EVENTS (I.E.- CONCERTS, HOCKEY GAMES, ETC.) HAVING A TALENT FEE OF \$250,000. U.S OR LESS FOR H.E.C.F.I. FACILITIES; and

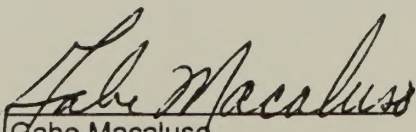
THAT ANY TALENT FEE WHERE THE H.E.C.F.I. SHARE IS IN EXCESS OF \$250,000. U.S. BE APPROVED BY THE H.E.C.F.I. BOARD OF DIRECTORS WITH THE FOLLOWING PROVISION:

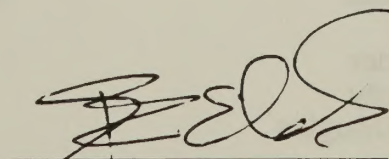
- (i) **IN THE EVENT THAT TIME IS OF THE ESSENCE, THE BOARD AND COMMITTEE CHAIRMEN WILL BE REQUESTED TO PROVIDE THE NECESSARY APPROVAL(S) OR REJECTION(S) AND TO PRESENT A SUBSEQUENT REPORT TO THE NEXT REGULARLY SCHEDULED BOARD MEETING; and**
- (ii) **THAT IN THE EVENT ALL BOARD AND STANDING COMMITTEE CHAIRMEN CANNOT BE AVAILABLE, A QUORUM OF TWO (2) OF THE FOLLOWING BE AUTHORIZED TO PROVIDE THE APPROVAL(S)/REJECTION(S):**
 - a) **THE CHAIRMAN OF THE BOARD;**
 - b) **THE FIRST VICE-CHAIRMAN OF THE BOARD;**
 - c) **THE SECOND VICE-CHAIRMAN OF THE BOARD;**
 - d) **ONE COMMITTEE CHAIRMAN.**

BACKGROUND:

- In October, 1995, the H.E.C.F.I. authorized management's ability to negotiate talent fees up to \$150,000. U.S.
- Talent fees over the course of the past five years have escalated considerably, far surpassing the \$150,000 U.S. limit set by the H.E.C.F.I. Board in 1995.
- The foregoing proposed amendment will provide management with the flexibility to negotiate acts within realistic market parameters.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO


John Elder, Manager
Programming



International Children's Games Millennium Festival

PRESENTED BY

The Hamilton Spectator

Jul 28 2000

Mr. Gabe Macaluso
Hamilton Entertainment and Convention Facilities Inc.
Copps Coliseum 101 York Boulevard
Hamilton, Ontario
L8R 3L4

July 24, 2000

Dear Mr. Macaluso,

As the organizer of the Opening Ceremonies for the International Children's Games Millennium Festival, I would like to convey to you what a pleasure it was to work with the amazing team of people employed by Copps Coliseum.

From my first encounter with John Elder way back in early May 1999 when he provided me with a great deal of insight into booking an appropriate artist for the Opening Ceremonies, he has been extremely helpful and generally a very enjoyable person to deal with. John's sound advice on sound and lighting companies among many other issues was also well received and proved to be invaluable.

The next person I came into contact with was Louise Douglas in security while planning and setting up for the March 12 Media Conference who was extremely friendly, helpful and wonderful to deal with. Her kindness extended into the days leading up to July 1st when I frequented Copps coliseum more often for meetings, set up and other preparations for the Opening.

I soon realized that dealing with Dave Kelly was going to be just as simple and problem-free as dealing with John and everyone else at Copps. Both John and Dave always had answers for my (many) questions if not immediately then within a very short time. Dave was very helpful in assisting with the stage set up, requirements for the many performers, security issues and much more, including allowing a couple of site visits during the slow time of both a conference and a movie shoot.

Everyone I came into contact with at your facility from Louise's colleagues in security, to Scott and the others who assist Dave, to the cleaners - they were very friendly and helpful.

Working alongside the people at Copps Coliseum will stand out as the highlight of my almost two years spent organizing the International Children's Games Millennium Festival.

Sincerely, *Laurie Collette*

Laurie Collette
Event Coordinator

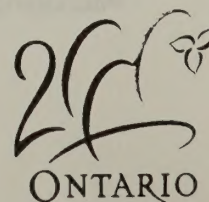
cc. John Elder
Dave Kelly
Louise Douglas



71 Main Street West, Hamilton, Ontario L8P 4Y5

Tel: (905) 546-2000 • Fax: (905) 540-5577

Web site: www.hamilton2000.hamilton.on.ca • E-mail: icggames@interlynx.net



ABOUT TOWN

Event and Meeting Planners

JUL 28 2000

July 26, 2000

Mr. Gabe Macaluso, HECFI
10 MacNab Street South
Hamilton, ON, L8P 4Y3

Dear Gabe:

I find it such a positive experience working with the staff at the Convention Centre, that writing these letters of appreciation seem almost repetitious. However, you have managed to consistently keep employees who, through their willingness to please the client, are the epitome of customer service.

This year, I have been active with the Festivals & Events Ontario Conference, Employment Expo and the World Conference on Disaster Management. Please pass on my appreciation to Peter, Deanna, Jack, Sam, Dolores and all the wait staff. All these people stay calm and try to be accommodating even under onerous circumstances.

During the set up of the WCDM, we experienced a small electrical fire in the Wentworth. You should be assured that your staff and the Group 4 person on duty responded quickly and effectively. As well, the ventilation system proved its merit. Also, we were moving in and out a particularly large Command Vehicle, which had never shown in Canada before. Jean Bullus, particularly, worked very hard to make this challenge go smoothly and everyone assisted to keep the cab secure during the meeting.

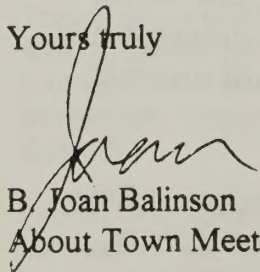
For the FEO Conference, Irene Gaudet managed to keep the committee happy and showcase the Centre to its best with many entertainers and exhibitors.

...2

Again I want to show my appreciation. All these people make me look good. Please inform the Board how fortunate they are to have kept a staff which brings so much experience to the Centre and let the staff know they are appreciated.

Because of them, I look forward, with confidence, to my next functions in your premises..

Yours truly



B. Joan Balinson
About Town Meeting Planners.

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, June 28, 2000
12:00 Noon
Copps Coliseum
Hamilton Room**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Mrs. M. Dow, Second Vice Chair
Alderman B. Kelly
Alderman R. Corsini
Ms. B. Campbell
Mr. S. Monzavi
Mr. B. Ingleby
Mr. A. Skrypniak
Mr. P. DeCaria
Mr. R. Baboth
Mr. J. Nelson

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian

REGRETS:

Mayor R. Morrow
Alderman B. Charters
Mr. F. Deys

1. Opening Remarks

The Chair called the meeting to order at 12:17 p.m.

A. Operations Third Report of 2000

The Board received the Operations Committee Third Report of 2000. It was

MOVED by Alderman Kelly, seconded by Alderman Corsini that

THE H.E.C.F.I. BOARD OF DIRECTORS BE REQUESTED TO ACCEPT THE TERMS OF THE SETTLEMENT NEGOTIATED ON BEHALF OF H.E.C.F.I. AND NEON PRODUCTS LTD. IN RESPECT OF PAYMENT OF WITHHELD FUNDS RELATING TO THE INSTALLATION OF THE SCORECLOCK AT COPPS COLISEUM.

MOTION CARRIED.

B. Community Dinner : Canadian Football Hall of Fame Induction

MOVED by Mr. Baboth, seconded by Mr. Ingleby that

THE H.E.C.F.I. BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE CANADIAN FOOTBALL HALL OF FAME INDUCTION DINNER, FRIDAY, SEPTEMBER 29TH AT THE CONVENTION CENTRE AT A COST NOT TO EXCEED \$700.

MOTION CARRIED.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held May 31, 2000

MOVED by Mrs. Dow, seconded by Ms. Campbell that

THE MINUTES OF THE REGULAR MEETING HELD MAY 31, 2000 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 Progress Report : Hospitality Sales

The Board received management's June 23rd report, Hospitality Sales Department Update January to mid June, 2000. Hospitality Sales Manager, Sal Farrauto, presented an overview of the 2000 Marketing Plan as it relates to the fulfillment of objectives in the department to date. Highlights of the discussion follow:

- Sal Farrauto, stated the goals established for the duration of the trial have been aggressive, perhaps too high;
- start-up procedures are now diminishing;
- based on the Monthly Sales Objectives chart, Sales Executives make two or three calls per day – ten should be attainable. It was queried as to whether client "ownership" and the transfer of files to Client Services were issues. The Sales Manager stated that the transfer of files is a smooth process but that for clients which have had a long standing relationship with Sales Executives there are occasions when Sales staff become involved on a client's behalf to resolve administrative issues;
- discussion regarding the lack of administrative/secretarial support ensued. Mr. Farrauto reported that a co-op student had assisted with routine telephone "qualifying" calls but that work term has now been completed. The Sales Manager advised that the Sales Executives' responsibilities included bid preparation, including typing, photocopying, mailing – all aspects of the administrative sales functions;
- it was noted that with the resignation of a Sales Executive, management could consider hiring an administrative/secretarial position.

Discussion concluded with the Board's direction to management to bring forward a recommendation regarding the placement of an administrative/secretarial position in the Hospitality/Sales Department on a temporary basis, until such time as the Hospitality/Sales Department's trial to focus on outside sales is concluded.

5. Reports

5.1 Financial Summary for the Five Month Period Ended May 31, 2000

The Board received the Financial Summary for the Five Month Period Ended May 31, 2000 noting the decrease in the amount of \$32,493 in the over-expended municipal contribution. H.E.C.F.I.'s municipal contribution was over-expended by \$240,929 for the five month period ended May 31, 2000.

5.2 Status of H.E.C.F.I. Revenue for the Five Month Period Ended May 31, 2000

The Status Report on H.E.C.F.I. Revenue for the Five Month Period Ended May 31, 2000 was received.

6. Private and Confidential

Nil

7. New Business

7.1 General Manager – Hamilton Bulldogs

It was announced that Scott Howson, General Manager of the Hamilton Bulldogs has taken a position with the Edmonton Oilers. It is speculated that Mr. Howson will continue to be responsible for the Hamilton Bulldogs.

8. Other Business

Nil

9. Date of Next Meeting

At the Call of the Chair

10. Adjournment

The meeting adjourned at 1:15 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary



Financial Summary
For The Seven Month Period Ended July 31, 2000

Actual Results For The Seven Month Period Ended July 31, 1999		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$4,760,783	Revenue	\$4,276,055	\$4,372,189	\$96,134
<u>5,600,403</u>	Expenses	<u>5,491,244</u>	<u>5,836,354</u>	<u>(345,110)</u>
	Excess of Expenses			
<u>\$ 839,620</u>	Over Revenue From Operations	<u>\$1,215,189</u>	<u>\$1,464,165</u>	<u>\$ (248,976)</u>

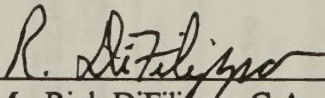
Comments:

HECFI's municipal contribution was over-expended by \$248,976 (see row 3, column 3 above) for the seven month period ended July 31, 2000. This represents an increase of \$30,159 in the over-expended amount that was reported to you last month for the six month period ended June 30, 2000.

The unfavourable results for the month arose mainly due to higher than anticipated levels of expenditures in the areas of maintenance and advertising and promotions.

The unfavourable results for the seven month period arose primarily due to lower than anticipated revenue being generated at Copps Coliseum.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, C.A.
Manager of Business Services

24 August 2000

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Actual Operating Results For The Seven Month Period Ended July 1999	Budgeted Operating Results For The Seven Month Period Ended July 2000	Actual Operating Results For The Seven Month Period Ended July 2000	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The Seven Month Period Ended July 1999
	(1)	(2)	(3)	(4)	(5)	(6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,350,100	\$768,705	\$812,870	\$44,165	5.7%	\$1,111,426
OTHER RENTALS	559,440	328,276	221,146	(107,130)	-32.6%	246,626
FOOD, BEVERAGE AND CONCESSIONS	2,500,100	1,306,407	1,531,225	224,818	17.2%	1,320,578
RECOVERIES	2,521,170	1,491,644	1,459,086	(32,558)	-2.2%	1,849,511
BOX OFFICE	342,240	222,210	196,517	(25,693)	-11.6%	268,392
OTHER	340,850	158,813	151,345	(7,468)	-4.7%	164,250
TOTAL REVENUE	\$7,613,900	\$4,276,055	\$4,372,189	\$96,134	2.2%	\$4,760,783
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$281,450	\$166,579	\$165,840	\$739	0.4%	\$162,235
FOOD AND BEVERAGE	1,935,930	987,966	1,275,836	(277,870)	-27.8%	1,045,258
EVENTS DELIVERY	2,689,880	1,594,451	1,762,462	(168,011)	-10.5%	1,762,655
BUILDING OPERATIONS	1,680,930	981,454	1,039,008	(57,554)	-5.9%	975,367
MARKETING AND PROMOTION	1,667,300	954,641	856,862	97,779	10.2%	886,888
ADMINISTRATION-CEO/BOARD	500,170	295,344	267,821	27,723	8.4%	287,622
PROFESSIONAL FEES	30,000	11,669	738	10,931	93.7%	(420)
BUSINESS SERVICES	388,100	219,760	219,297	463	0.2%	228,092
BOX OFFICE	330,680	204,118	183,342	20,776	10.2%	204,353
INSURANCE	92,360	65,262	65,348	(86)	-0.1%	48,353
TOTAL EXPENSES	\$9,596,810	\$5,491,244	\$5,836,354	(\$345,110)	-6.3%	\$5,600,403
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$1,982,910	\$1,215,189	\$1,464,165	(\$248,976)	-20.5%	\$839,620
CONTRIBUTION FROM THE CITY	\$1,982,910	\$1,215,189	\$1,215,189	\$0	0.0%	\$1,155,332
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	(\$248,976)	(\$248,976)	0.0%	\$315,712

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 2000

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2000 Actual	38,417	1,765,538	43,241	796,788	81,986	1,611,498	9,343	198,365	172,987	4,372,189				
2000 Budget **	42,305	1,416,230	53,990	646,271	77,823	1,988,675	8,897	224,879	183,015	4,276,055				
Favorable/ (Unfavorable) Variance	(3,888)	349,308	(10,749)	150,517	4,163	(377,177)	446	(26,514)	(10,028)	96,134				

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2000 Actual	38,417	1,765,538	43,241	796,788	81,986	1,611,498	9,343	198,365	172,987	4,372,189				
1999 Actual	64,687	1,561,589	17,756	643,122	242,749	2,283,744	25,591	272,328	350,783	4,760,783				
Favorable/ (Unfavorable) Variance	(26,270)	203,949	25,485	153,666	(160,763)	(672,246)	(16,248)	(73,963)	(177,796)	(388,594)				

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

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DIRECTOR'S REPORT - OPERATIONS/EVENTS DELIVERY

The Director of Operations/Events Delivery presents herein, his report for the months of July and August 2000.

Food and Beverage Section -

Event activity scheduled for the months of July and August at the Convention Centre includes:

Conventions/conferences for;

~ Venture Planning Inc.

Banquets/receptions for;

~ City of Hamilton – Mayor's Office

~ Maxima Tours Inc.

Meetings/meal functions for;

~ Ministry of Community and Social Services

~ Michael Diamonds International

~ Institute of Canadian Bankers

~ Alexandrian Institute

~ off premise catering at Copps Coliseum for the Canadian Cadet Tattoo event

Miscellaneous functions for;

~ Fred Pryor seminars

~ SkillPath seminars

~ Brott 2000 Summer Music Festival

~ two wedding receptions

Total revenue from food and beverage sales and room rentals is projected to fall short of the budgetary target of \$126,000.00 established for the months of July and August by approximately \$30,000.00.

Events Delivery Section -

At Copps Coliseum, events scheduled include:

- ~ 2000 International Children's Games Opening Ceremonies
- ~ National Gospel Quartet Convention
- ~ Michael Diamonds International Meeting
- ~ The Catholic Charismatics
- ~ a concert by Alabama
- ~ The Canadian Cadet Tattoo
- ~ a movie shoot

At Hamilton Place, events scheduled include:

- ~ a concert by Jethro Tull
- ~ a Brott Music Festival concert

Activity scheduled in the Studio Theatre includes:

- ~ the UPS Olympic Museum
- ~ The Nutcracker Camp

Building Operations Section -

A number of maintenance, repair and capital improvement projects are underway and/or completed. Specifically;

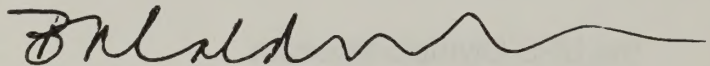
1. Copps Coliseum ~
 - painting of rink level doors, frames and dressing rooms
 - replacement of plywood decking on the concert stage
 - repairs to permanent seating and portable chairs
 - installation of filler plates between portable seating platforms and arena dasherboards
 - refurbishment of exterior poster boxes on the south plaza level
2. Hamilton Convention Centre ~
 - repairs to the sound reinforcement system in the Chedoke Ballroom

- refinishing of the parquet floor in the Chedoke Ballroom
- repairs to the concrete floor in the loading dock area
- replacement of the grease traps in the kitchen

3. Hamilton Place ~

- refurbishment of the permanent seating in the Great Hall
- replacement of the stage fire curtain
- replacement of the stage house curtain
- renovation to the stage door entrance reception desk
- replacement of the balcony level beverage service stations
- replacement of the plywood decking on the Great Hall seating lifts
- painting of the box office area and replacement of millwork

Respectfully submitted,



BNC:mgm

B. N. Calder, P.Eng.,
Director of Operations/Events Delivery.



Hamilton
Entertainment
and Convention
Facilities Inc.

5.4

REPORT TO : **MARKETING & SALES COMMITTEE**

FROM : Mr. Gabe Macaluso
Managing Director/CEO

COPIES TO : Mr. John Elder
Manager of Programming

: Mr. Rich Rakoczy
Entertainment Programmer

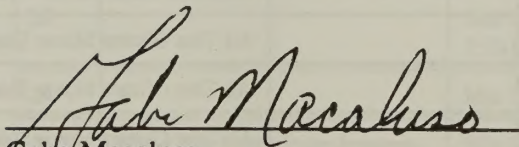
: Ms. Diana Bordonaro
Programming Secretary/Group Sales

DATE : 2000 August 22

RE : **CONFIRMED EVENTS/PERFORMANCES
FOR AUGUST TO OCTOBER 2000**

The attached chart details the status of confirmed events/performances at Hamilton Place, Copps Coliseum, and Hamilton Convention Centre for August to October 2000.

Respectfully submitted:


Gabe Macaluso
Managing Director/CEO

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

Aug 2000	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1				
2				
3				
4				
5				Michael Diamonds International
6				
7				
8				
9				
10				
11				
12			Brott/Musical Fireworks 8 pm (Ched)	
13				
14		The Nutcracker/Camp 9 am - 5 pm		
15		The Nutcracker/Camp 9 am - 5 pm		
16		The Nutcracker/Camp 9 am - 5 pm		
17		The Nutcracker/Camp 9 am - 5 pm		
18		The Nutcracker/Camp 9 am - 5 pm		The Catholic Charismatics
19	Brott Music Festival/Beethoven's 9 th - 8 pm			The Catholic Charismatics
20				The Catholic Charismatics
21		The Nutcracker/Camp 9 am - 5 pm		
22		The Nutcracker/Camp 9 am - 5 pm		
23		The Nutcracker/Camp 9 am - 5 pm		Alabama 8:00 p.m. (CP)
24		The Nutcracker/Camp 9 am - 5 pm		Canadian Cadet Tattoo Move In
25		The Nutcracker/Camp 9 am - 5 pm		Canadian Cadet Tattoo Move In/Rehs
26				Canadian Cadet Tattoo 7:30 pm
27				All That Glitters Movie Shoot
28				All That Glitters Movie Shoot
29				All That Glitters Movie Shoot
30				All That Glitters Movie Shoot
31				All That Glitters Movie Shoot

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

Sept 2000	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1				All That Glitters Movie Shoot
2				All That Glitters Movie Shoot
3				All That Glitters Movie Shoot
4				All That Glitters Movie Shoot
5				All That Glitters Movie Shoot
6				All That Glitters Movie Shoot
7				All That Glitters Movie Shoot
8				Bulldogs Ball Hockey Tournament
9				Bulldogs Ball Hockey Tournament
10	Help A Child Smile 12 pm/3 pm			Bulldogs Ball Hockey Tournament
11				Ice in
12		HPO Rehearsal 7 pm		Ice in
13				Hamilton Bulldogs Training Camp
14				Hamilton Bulldogs Training Camp
15				THE GUESS WHO 7:30 pm (CP)
16				Hamilton Bulldogs Training Camp
17				Hamilton Bulldogs Training Camp
18				Hamilton Bulldogs Training Camp
19				Hamilton Bulldogs Training Camp
20				Hamilton Bulldogs Training Camp
21		HPO Rehearsals 2 pm		Hamilton Bulldogs Training Camp
22		HPO Rehearsals 10 am & 2 pm		Bulldogs vs St. John's Maple Leafs
23	HPO Russian Portraits 8 pm			KISS Farewell Tour 8pm (CP)
24		Players Guild Move in		Hamilton Bulldogs Training Camp
25		Players Guild Rehearsals		Hamilton Bulldogs Training Camp
26		Players Guild Rehearsals		Hamilton Bulldogs Training Camp
27		Players Guild Rehearsals		Hamilton Bulldogs Training Camp
28		Mid Summer Night's Dream Dress 7:30 p.m.		Hamilton Bulldogs Training Camp
29		Mid Summer Night's Dream 8 pm		2000 ACTS Move In
30	Assoc Cdn Clubs Peter Jennings	Mid Summer Night's Dream 8 pm	Big Bands 8 pm (CP)	2000 ACTS 8 pm

Confirmed Events/Performances

Events other than rentals are marked * (P) ** (CP)

Oct 2000	HAMILTON PLACE Great Hall	HAMILTON PLACE Studio Theatre	H.C.C.	COPPS COLISEUM
1	Pop To Opera 7:30 p.m.	Players Guild dark		Toronto vs Detroit 7:00 p.m.
2		Players Guild dark		Bulldogs Training Camp
3	HPO Rehearsal 2:00 p.m. - 4:00 p.m.	Players Guild dark		Bulldogs Training Camp
4	HPO Rehearsals 10 am and 2 pm	Players Guild dark		Bulldogs Training Camp
5	HPO/Great Romantics 8 pm	A Mid Summer Night's Dream 8 pm		
6	Styx & Saga 8 pm (CP)	A Mid Summer Night's Dream 8 pm		Hamilton vs Louisville 7:30 p.m.
7	Opera load in	A Mid Summer Night's Dream 8 pm		
8	Opera set up			
9	Opera rehearsals			
10	Opera rehearsals			
11	Opera rehearsals			Hamilton vs Lowell 7:30 p.m.
12	Opera - Madame Butterfly 7:30 p.m.			
13	Opera dark	Alexander Bros. 2 pm / 7:30 pm		
14	Opera - Madame Butterfly 8:00 p.m.	Opera Hamilton		Michael Diamonds Int'l Meeting
15	The Chieftains & Natalie McMaster 8 pm			Hamilton vs Kentucky 4 pm
16	Opera - Open			
17	Opera - Open			
18	Shumka's Cinderella 8 pm (CP)			
19	Opera - Madame Butterfly 8 pm	Opera Hamilton		
20	Cdn Christian Educ Fndtn 8 pm	Cdn Christian Education		Hamilton vs Quebec 7:30 p.m.
21	Opera - Madame Butterfly 8 pm	Opera Hamilton	Big Bands 8 pm (CP)	
22				
23				
24				
25				
26				
27				The Blackwatch 8 pm (P)
28	Bjorn Again 8:00 p.m. (CP)			Hamilton vs Saint John 7:30 pm
29				Hamilton vs Saint John 2 pm
30				Ice Capades move in
				Ice Capades 7:30 pm

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

MEMORANDUM

TO: Mr. G. Macaluso
Managing Director/CEO

FROM: Mr. B. Calder, Director of Operations/Events Delivery
Mr. S. Farrauto, Hospitality Programming & Sales Manager

DATE: 2000 August 11

SUBJECT: **CONFIRMED BOOKINGS AT HAMILTON CONVENTION CENTRE
JULY, AUGUST & SEPTEMBER, 2000**

MONTH OF JULY, 2000

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	8	875
MEETINGS	8	390
CONVENTIONS	0	0
TRADE & CONSUMER SHOWS	0	0
OTHER	0	0
TOTAL	16	1,265

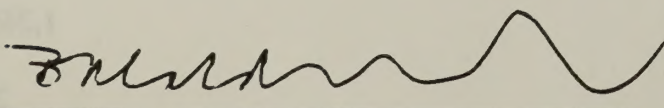
MONTH OF AUGUST, 2000

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	1	220
MEETINGS	8	1,216
CONVENTIONS	1	2,400
TRADE & CONSUMER SHOWS	0	0
OTHER	4	1,510
TOTAL	14	5,346

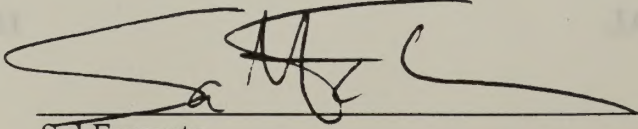
MONTH OF SEPTEMBER, 2000

<u>TYPE OF EVENT</u>	<u>TOTAL # OF EVENTS</u>	<u>TOTAL ESTIMATED ATTENDANCE</u>
BANQUETS	10	3,695
MEETINGS	20	3,400
CONVENTIONS	3	4,600
TRADE & CONSUMER SHOWS	0	0
OTHER	4	2,610
TOTAL	37	14,305

Respectfully submitted,



Brad Calder
Director of Operations/Events Delivery



Sal Farrauto
Hospitality Programming & Sales Manager

CAYON HBL V89

A35
2000

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Wednesday, October 25, 2000
12:00 P.M.**

**Hamilton Convention Centre
Room 314**

(Lunch Served at 11:30 a.m.)

URBAN MUNICIPAL

NOV 06 2000

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Operations Committee Fifth Report*
B. *Gallery of Distinction 2000 Awards Dinner*

Attachment A
Attachment B

INFORMATION ITEMS

2. Correspondence
3. Minutes of Regular Meeting Held September 27, 2000

Attachment 2
Attachment 3

- 3.1 Errors or Omissions
3.2 Motion for Approval

4. Business Arising from the Minutes
5. Reports

- 5.1 Financial Summary for the Nine Month Period
Ended September 30, 2000
5.2 Status of HECFI Revenue for the Nine Month Period
Ended September 30, 2000

Attachment 5.1
Attachment 5.2

6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: Wednesday, November 29, 2000
10. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
(ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium
-

A

OPERATIONS COMMITTEE FIFTH REPORT OF 2000

The Operations Committee presents its **FIFTH** Report of 2000 from its meeting held 2000 October 23 and respectfully requests approval of the following recommendations:

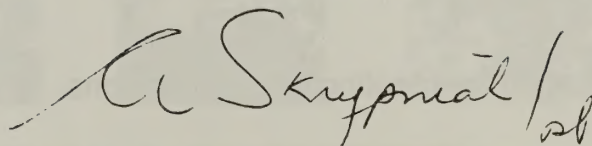
1. CC: Proposed Price Increases on Food and Beverage Concession Items

THE PROPOSED PRICE INCREASES AS DETAILED IN MANAGEMENT'S OCTOBER 5, 2000 REPORT, BE APPROVED EFFECTIVE 2000 NOVEMBER 1ST.

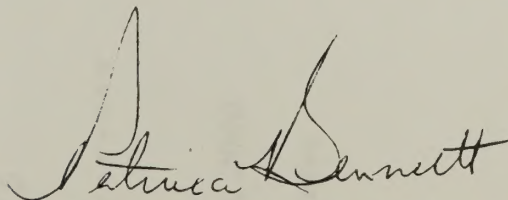
2. CC: Sale and Service of Alcoholic Beverages at Live Concert Events

HECFI IMPLEMENT, ON A SIX MONTH TRIAL BASIS, THE AMENDMENT TO THE LIQUOR LICENCE ACT AT COPPS COLISEUM WHICH ALLOWS THE SALE AND SERVICE OF ALCHOLIC BEVERAGES TO PATRONS FOR CONSUMPTION IN THE TIERED SEATING AREA AT SPECIFIC LIVE CONCERTS.

Respectfully submitted,



Andy Skrypnia, Chair



Patricia Bennett, Secretary

B

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2000 October 24

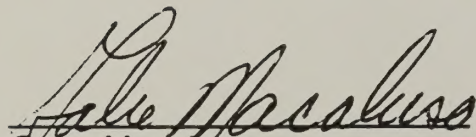
SUBJECT: **COMMUNITY DINNER : Hamilton Gallery of
Distinction 2000 Awards Dinner
Wednesday, 2000 November 8 at the
Hamilton Convention Centre**

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$650. TO THE ANNUAL GALLERY OF DISTINCTION AWARDS DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE 2000 NOVEMBER 8.

BACKGROUND:

- The Hamilton Gallery of Distinction is located in the second floor foyer of the Convention Centre. Historically, the HECFI Board has had a presence at the Inductees dinner.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

Hamilton Gallery of Distinction

.....
2000 Awards Dinner

Wednesday, November 8, 2000

Hamilton Convention Centre

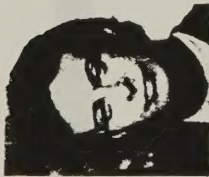
6:00 p.m. Cocktail Reception
7:00 p.m. Dinner

Dress Optional - Formal or Business Attire

.....

The Hamilton Gallery of Distinction Awards Dinner is an important community event which recognizes and honours prominent present and past citizens who have, by their accomplishments, brought credit to our community. The Gallery holds an annual dinner where tribute is paid to inductees including presentation of the prestigious **Hamilton Gallery of Distinction Award** which is shown on the cover of this invitation.

Please join us with your spouse or friend at the fifteenb annual awards dinner where the following inductees will be honoured:



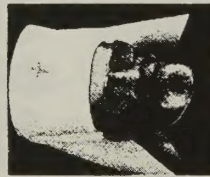
Franb Augustyn
Internationally acclaimed dancer and choreographer; Officer of the Order of Canada



Gordon Bullock
Publisher emeritus, Hamilton Spectator, one of the original directors of Ontario Press Council; civic promoter



Pat Cole
National track and field star; coach and the first woman inducted into McMaster's Sports Hall of Fame



Metropolitan Wasyly (William) Fedak
Archbishop of the Ukrainian Orthodox Church of Canada, known as the flying bishop and an Officer of the Order of Canada.



Paul Judson Myler
Industrial leader, President of Canadian Westinghouse Company, Limited



Samuel Taylor
Chartered Accountant, musician, fundraiser and B'nai B'rith's Hamilton man of the year.

Yes, we will attend the **Hamilton Gallery of Distinction** dinner on November 8th, 2000
Please send _____ tickets at \$70.00 each (including \$4.90 G.S.T.)
_____ table of 10 at \$650.00 each (including \$45.50 G.S.T.)
My cheque for \$ _____ is enclosed
Dietary restrictions: _____

To: **Hamilton Gallery of Distinction**
c/o Gerald B. Aggus
Simpson, Wigle
Box 990, Hamilton, Ontario L8N 3R1
Tel: (905) 528-8411, Ext. 358



TELEPHONE

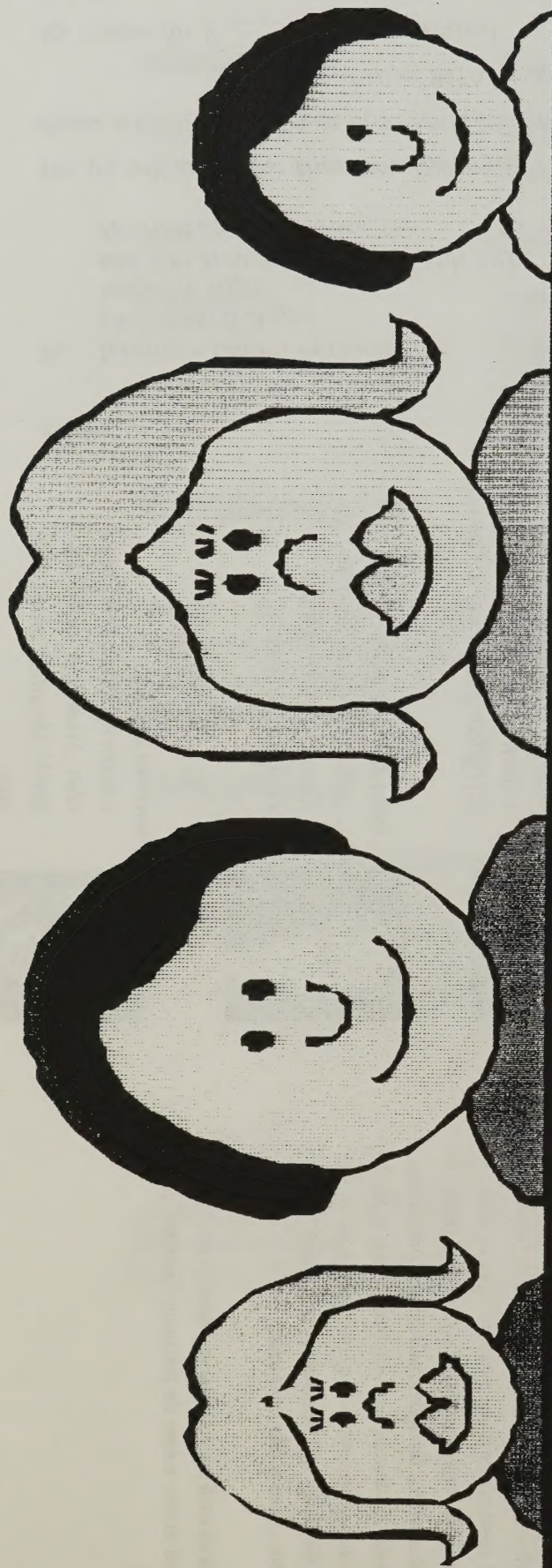
POSTAL CODE
G.S.T. # 130023542

ADDRESS

COMPANY

NAME

2



Certificate of Thanks

presented to

H. E. C. F. I.

For their generous support of the
Hamilton Children's Museum
22nd Annual Birthday Party
Thursday July 13/2000

Christine Collins
Curator

Christine Collins
President of Friends

Mr. Macaluso,

On July 22, 2000,
friends of Jay Kuhn
held a fundraiser
for Cancer Research.
We were able to raise
over \$11,000 for the Jay
Kuhn Memorial Fund.
The night would not
have been such a
success without
your support and
donation of 4 Kenney
Rogers Tickets.
Our sincerest thanks
and gratitude,
Friends of Jay Kuhn

385 Torrance St.,
Burlington, ON L7R 2R7

Saturday, Sept. 16. 2000

Copps Coliseum,
101 York Blvd.,
Hamilton, ON L8R 3L4

Attention: Dave Kelly

Dear Dave,

I'd like to say that you have the Guess Who to blame for this correspondence, but it would be a lie. Though I am admittedly still glowing from the spectacular evening of fabulous music from last night's show, that glow has little to do with the word of thanks I need to relate to you.

From the moment I first called the Coliseum to leaving the building last night, I have nothing but huge praises to sing about how well I was treated. Thank you indeed!

Originally I called due to my concern of what I could do with my walker after getting to my husband's and my seats. (Due partly to my tardiness in calling for seats *and* our budget, our seats were in the nose-bleed section.) My call was handled not only considerately but more than politely - the sort of call that makes you feel the person at the other end of the phone actually cares! I was assured that the staff's job was to please and that everything possible would be done to make my visit pleasant.

Pleasant hardly describes our treatment. I wasn't even *in* the building before we (my husband and I) were ushered to an entrance that we were to learn was close to the elevators. Please understand that we didn't even have to ask for help - a very humbling experience indeed. Once ushered to that elevator we were greeted by a most courteous and delightful attendant who efficiently took us to our level. She told us who we should talk to about the walker and off we went. Once again we were met with careful attention. Not once was I treated like I was a nuisance (which is certainly how I was feeling).

Last night was one of the first occasions I have felt the need to bring my walker. After the treatment I received, I almost feel like it isn't that bad to have MS. Kidding aside, it wasn't easy for me to accept the many kindnesses offered (from a pride perspective) but never was my dignity challenged and for that I have nothing but undying gratitude.

It would thrill me no end to have you read this letter at a staff meeting in the hopes that some ears of the people who encountered me last night might know the depth of my appreciation. I am obviously at your mercy in this regard. Regardless, I think it important that you know the worth of the good people who are your staff. Hats off to you all.

Warm regards,

Cathie Ryan



DIOCESE OF HAMILTON

700 KING STREET WEST, HAMILTON, ONTARIO, CANADA L8P 1C7

TEL (905) 528-7988 FAX (905) 528-1088

AUG 23 2000

August 24, 2000
Gabe Macaluso
C.E.O H.E.C.F.I.

Dear Gabe,

On behalf of the Diocesan Jubilee Committee we wish to express our sincere thanks for the many ways that you supported our events this past year.

We appreciate the encouragement that you have given us for all of our activities. The Jubilee Celebrations for the Roman Catholic Diocese of Hamilton were a tremendous success. From the "sold out" student performances of **Jubilee 2000...the musical** at Hamilton Place to the Jubilee Conference at the Hamilton Convention Centre, and finally, the highlight of our Jubilee weekend, the historic Celebration of the Eucharist at Copps Coliseum on Sunday, June 25th. Approximately 17,000 people came together as a diocesan family with our bishops to give thanks to God for the gift of our salvation in Jesus Christ. It was an unforgettable celebration of our Catholic faith.

Your staff has, as always, been superlative in the service that they have provided for us. I have never experienced better support and co-operation from the Hamilton Place staff than with this production. Rich, Bella, Debra, Trevor and all the crew made this a very pleasurable experience. At the Convention Centre, the efforts of Sal, Jean Bullus and all the staff made our Jubilee Conference a very easy event to stage. There were nothing but rave reviews for both the food and the venue. Perhaps the most praise is saved for last. Dave Kelly and the staff at Copps made the execution of our Eucharistic Celebration a pleasure. Nothing is ever a problem for Dave or his crew... it is simply another challenge. It is such a pleasure to work with this house crew. You can be very proud of the image that they present to your clients. I know that Dave and his crew present this image to everyone that accesses this facility but I appreciate the "extra" effort that he always seems to add to each event I have been involved with.

Gabe, I cannot begin to tell you how pleased Bishop Anthony Tonnos is with all that you have been able to do for us this past year. My sincere thanks, on behalf of all our committee, for helping us make this a joy-filled year.

David Dayler
Special Events Coordinator
Jubilee 2000, Diocese of Hamilton

3

**THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, September 27, 2000

12:00 Noon

Hamilton Place

Meeting Room 1

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Mrs. M. Dow, First Vice Chair
Alderman B. Charters, Second Vice Chair
Alderman B. Kelly
Ms. B. Campbell
Mr. R. Baboth
Mr. F. Deys
Mr. A. Skrypniak

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian

REGRETS:

Mayor R. Morrow
Alderman R. Corsini
Mr. P. DeCaria
Mr. S. Monzavi
Mr. J. Nelson
Mr. B. Ingleby

1. Opening Remarks

The Chair welcomed everyone and called the meeting to order at 12:15 p.m. Alderman Anderson opened the meeting by advising that the Leafs' October 1st Exhibition game has been sold out.

A. Operations Committee Fourth Report

The Operations Committee Fourth Report was received. Following review it was
2001 to 2010 Capital Budget Programme

MOVED by Mr. Skrypniak, seconded by Mrs. Dow that

THE RECOMMENDATION REGARDING THE 2001 TO 2010 CAPITAL BUDGET PROGRAMME BE RECEIVED.

MOTION CARRIED.

B. Finance and Administration Committee Third Report

The Finance and Administration Third Report was received. The Finance and Administration Committee, at its meeting held September 21st, reviewed the financing for the proposed 2001 – 2010 Capital Budget Programme. It was

MOVED by Alderman Charters, seconded by Mr. Deys that

THE LISTING OF CAPITAL PROJECTS APPENDED TO MANAGEMENT'S SEPTEMBER 11TH REPORT BE CONSIDERED FOR INCLUSION WITHIN THE TEN (10) YEAR 2001-2010 PROVISIONAL CAPITAL BUDGET PROGRAMME; and

THAT THESE CAPITAL PROJECTS BE FORWARDED TO THE CITY OF HAMILTON AND THE TRANSITION BOARD FOR THE NEW CITY OF HAMILTON FOR THEIR CONSIDERATION; and

THAT THE TEN (10) YEAR PROVISIONAL CAPITAL BUDGET PROGRAMME FOR THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE BE FINANCED FROM RESERVE FUND ACCOUNT NUMBER CH 102025 FOR THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE; and

THAT \$50,000. BE DEFERRED FROM 2001 TO 2002 IN THE CAPITAL PROJECT REPLACEMENTS AND RENOVATIONS FOR FACILITIES AND EQUIPMENT/HAMILTON CONVENTION CENTRE AND COPPS COLISEUM; and

THAT THE TEN (10) YEAR (2000 – 2010) PROVISIONAL CAPITAL BUDGET PROGRAMME FOR COPPS COLISEUM AND THE HAMILTON CONVENTION CENTRE BE FINANCED FROM H.E.C.F.I.'S RESERVE FOR CAPITAL PROJECTS ACCOUNT NUMBER CH 100025 SUBJECT TO THE AVAILABILITY OF FUNDS IN THE RESERVE.

MOTION CARRIED.

C. Operating Budget 2001

MOVED by Mr. Baboth, seconded by Mr. Deys that

THE 2001 FINAL OPERATING BUDGET WHICH PROVIDES FOR A MUNICIPAL CONTRIBUTION OF \$2,007,460 (REPRESENTING NO INCREASE FROM THE 2000 OPERATING BUDGET) BE APPROVED.

MOTION CARRIED.

Discussion took place regarding the possibility of returning surplus funds at year end to the Reserve for Capital Replacements. The Manager of Business Services explained that while revenues have not met projections to date, it is hoped that a zero budget is attained at year end. It is not anticipated that there will be surplus funds available to transfer to the Reserve for Capital Replacements. In the meantime, a spending freeze has been imposed on all discretionary spending. The difficulties in projecting revenues in an entertainment and convention environment were reviewed. Mr. DiFilippo explained that a major factor which has added to disappointing revenue results is HECFI's inability to retain OMERS savings. (As a result of the OMERS pension fund having accumulated surplus funds, a partial contributory holiday for employees and employers was granted in 1998, a full contributory holiday in 1999, 2000 and 2001. Contributions are expected to be phased back in beginning in 2002). OMERS savings for this budget year is estimated at \$110,000 and while the City had directed HECFI to budget for this amount, it has now directed that these savings be transferred to a City reserve fund to cover City employee severences. It was noted that HECFI is not part of the volunteer severence programme. Historically, in 1998 HECFI paid for severences, OMERS savings were retained; in 1999 the City paid for severences, and retained OMERS savings.

It was agreed that the issue of HECFI's Capital Reserve Account should be reviewed. The Manager of Business Services was requested to provide an analysis of the status of this reserve to the next Finance and Administration Committee meeting.

2. Correspondence

Nil

3. Minutes of Regular Meeting Held August 29, 2000

MOVED by Ms. Campbell, seconded by Mrs. Dow that

THE MINUTES OF THE REGULAR MEETING HELD AUGUST 29, 2000 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Financial Summary for the Eight Month Period Ended August 31, 2000

MOVED by Mr. Skrypniak, seconded by Alderman Charters that

THE FINANCIAL SUMMARY FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 2000 BE RECEIVED.

MOTION CARRIED.

It was noted that HECFI's municipal contribution is over-expended by \$200,678 for the eight month period, and that management has established a spending freeze on all discretionary spending.

5.2 Status of HECFI Revenue for the Eight Month Period Ended August 31, 2000

MOVED by Mr. Deys, seconded by Alderman Kelly that

THE REPORT, STATUS OF HECFI REVENUE FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 2000 BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

Nil

7. New Business

7.1 NHL Exhibition Game : October 1st

It was clarified that there will not be provision for beer in the stands during the October 1st game. Management reported that representatives of Sodexho have made assurances that provisions have been made to ensure the concessions will adequately meet the demands of the event.

7.2 Ron Joyce Birthday Celebration

Board Members will be receiving an invitation to attend the birthday celebration for Ron Joyce being held October 15th in conjunction with a performance by the Chieftans and Natalie MacMaster at the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

7.3 Alcohol During Concerts

LCBO regulations have been amended to permit the consumption of alcohol in seating areas during concerts. The CEO has directed staff to poll other like facilities to review this practice. A report will be presented to the next Marketing and Sales Committee meeting.

8. Other Business

Nil

9. Date of Next Meeting

Wednesday, October 25, 2000

10. Adjournment

The meeting adjourned at 12:40 a.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary



Financial Summary
For The Nine Month Period Ended September 30, 2000

**Actual Results For
The Nine Month
Period Ended
September 30, 1999**

		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) Favourable <Unfavourable> <u>Budget Variance</u>
\$5,706,819	Revenue	\$5,099,945	\$5,530,069	\$430,124
<u>7,014,562</u>	Expenses	<u>6,813,714</u>	<u>7,428,558</u>	<u><614,844></u>
	Excess of Expenses			
<u>\$1,307,743</u>	Over Revenue From Operations	<u>\$1,713,769</u>	<u>\$1,898,489</u>	<u>\$ <184,720></u>

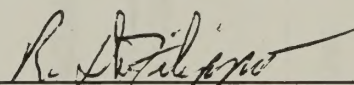
Comments:

HECFI's municipal contribution was over-expended by \$184,720 (see row 3, column 3 above) for the nine month period ended September 30, 2000. This represents a decrease of \$15,958 from the over-expended amount that was reported to you last month.

The favourable results for the month arose primarily as a result of higher than anticipated revenues being generated at the Hamilton Convention Centre and Copps Coliseum.

The unfavourable results for the nine month period ended September 30, 2000 arose primarily due to lower than anticipated revenue being generated at Copps Coliseum combined with higher than expected levels of spending in maintenance.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, CA
Manager of Business Services

20 October 2000

Copps
Coliseum

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

REVENUE	Budgeted					Actual				
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	Annual 2000 Budget	Month Period Ended September 2000	Month Period Ended September 2000	Month Period Ended September 2000	Favourable/ (Unfavourable) Budget Variance Amount	%	Month Period Ended September 1999	Month Period Ended September 1999	Month Period Ended September 1999	Month Period Ended September 1999
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,350,100	\$944,316	\$1,005,868	\$61,552	6.5%	\$1,365,774				
OTHER RENTALS	559,440	404,048	285,094	(118,954)	-29.4%	311,806				
FOOD, BEVERAGE AND CONCESSIONS	2,500,100	1,582,343	1,964,959	382,616	24.2%	1,640,451				
RECOVERIES	2,521,170	1,713,987	1,822,682	108,695	6.3%	1,860,981				
BOX OFFICE	342,240	253,930	242,997	(10,933)	-4.3%	319,909				
OTHER	340,850	201,321	208,469	7,148	3.6%	207,898				
TOTAL REVENUE	\$7,613,900	\$5,099,945	\$5,530,069	\$430,124	8.4%	\$5,706,819				
EXPENSES BY DEPARTMENT / SECTION										
OPERATIONS-ADMINISTRATION	\$283,080	\$212,836	\$209,340	\$3,496	1.6%	\$207,708				
FOOD AND BEVERAGE	1,940,110	1,272,130	1,644,053	(371,923)	-29.2%	1,369,547				
EVENTS DELIVERY	2,691,110	1,883,573	2,211,493	(327,920)	-17.4%	2,046,466				
BUILDING OPERATIONS	1,682,970	1,256,796	1,350,601	(93,805)	-7.5%	1,323,128				
MARKETING AND PROMOTION	1,673,980	1,192,317	1,065,811	126,506	10.6%	1,105,386				
ADMINISTRATION-CEO/BOARD	503,400	379,971	360,984	18,987	5.0%	359,449				
PROFESSIONAL FEES	30,000	15,003	1,088	13,915	92.7%	-420				
BUSINESS SERVICES	391,850	284,494	280,342	4,152	1.5%	288,196				
BOX OFFICE	332,500	251,332	239,498	11,834	4.7%	253,442				
INSURANCE	92,360	65,262	65,348	(86)	-0.1%	61,660				
TOTAL EXPENSES	\$9,621,360	\$6,813,714	\$7,428,558	(\$614,844)	-9.0%	\$7,014,562				
EXCESS OF EXPENSE OVER										
REVENUE FROM OPERATIONS	\$2,007,460	\$1,713,769	\$1,898,489	(\$184,720)	-10.8%	\$1,307,743				
CONTRIBUTION FROM THE CITY	2,007,460	1,713,769	1,713,769	0	0.0%	1,711,543				
UNDER (OVER) EXPENDED	\$0	\$0	(\$184,720)	(\$184,720)	0.0%	\$403,800				
MUNICIPAL CONTRIBUTION	\$0	\$0	(\$184,720)	(\$184,720)	0.0%	\$403,800				

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE NINE MONTH PERIOD ENDED SEPTEMBER 30, 2000

	Hamilton Convention Centre		Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2000 Actual	332,965	2,249,561	27,140	836,810	253,388	2,198,853	29,225	244,845	642,718	5,530,069
2000 Budget **	275,231	1,806,289	62,841	719,852	143,523	2,316,871	20,137	256,933	501,732	5,099,945
Favorable/ (Unfavorable) Variance	57,734	443,272	(35,701)	116,958	109,865	(118,018)	9,088	(12,088)	140,986	430,124

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre		Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2000 Actual	332,965	2,249,561	27,140	836,810	253,388	2,198,853	29,225	244,845	642,718	5,530,069
1999 Actual	224,806	2,029,965	82,788	753,304	189,551	2,595,038	39,411	328,512	536,556	5,706,819
Favorable/ (Unfavorable) Variance	108,159	219,596	(55,648)	83,506	63,837	(396,185)	(10,186)	(83,667)	106,162	(176,750)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

MEMORANDUM FOR THE DIRECTOR, FBI
SUBJECT: [Illegible]
DATE: [Illegible]
FROM: [Illegible]
TO: [Illegible]
[The following text is extremely faint and largely illegible. It appears to be a memorandum detailing an investigation or report.]

ADMINISTRATIVE

[The following text is extremely faint and largely illegible. It appears to be a continuation of the memorandum, possibly detailing administrative matters or a summary of findings.]

**URBAN
MUNICIPAL**

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, November 29, 2000

12:00 P.M.

Hamilton Convention Centre

Room 314

(Lunch Served at 11:30 a.m.)

URBAN MUNICIPAL

DEC 11 2000

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. Community Dinner : B'Nai Brith – February 5, 2001
B. Sales Activity Report

Attachment A
Attachment B

INFORMATION ITEMS

2. Correspondence Attachment 2.
3. Minutes of Special Meeting Held November 9, 2000 Attachment 3
- 3.1 Errors or Omissions
3.2 Motion for Approval
4. Business Arising from the Minutes
- 4.1 HCC: Historical Revenue Analysis Attachment 4.1
4.2 Voluntary Exit Programme/Voluntary Early Retirement Programme Attachment 4.2
5. Reports
- 5.1 Financial Summary for the Ten Month Period
Ended October 31, 2000 Attachment 5.1
5.2 Status of HECFI Revenue for the Ten Month Period
Ended October 31, 2000 Attachment 5.2
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: At the Call of the Chair
10. Adjournment

OUTSTANDING BUSINESS

- (i) Results of Comprehensive Study : Parking Facilities Adjacent to HECFI Facilities
(ii) CEO to meet with GM of Community Services Re Exclusive Concert Rights at Ivor Wynn Stadium

UNIVERSITY OF MICHIGAN

LIBRARY

ANN ARBOR, MICHIGAN

A

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO

DATE: 2000 November 23

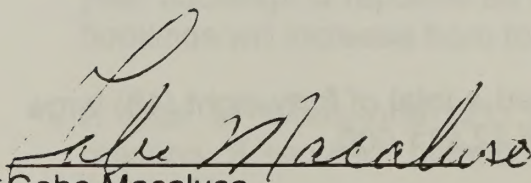
SUBJECT: **COMMUNITY DINNER : B'nai Brith**
50th Annual Sports Celebrity Dinner
Monday February 5, 2001

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1250. TO THE B'NAI BRITH 50TH ANNUAL SPORTS CELEBRITY DINNER TO BE HELD AT THE HAMILTON CONVENTION CENTRE, FEBRUARY 5, 2001.

BACKGROUND:

- The B'Nai Brith Sports Celebrity Dinner traditionally holds its function at the Convention Centre and the HECFI Board has had a presence at this prestigious function.
- Funds are available in the Board's allocation for meetings and receptions.



Gabe Macaluso
Managing Director/CEO

B

-RECOMMENDATION-

MEMO TO: **H.E.C.F.I. Board of Directors**

FROM: Gabe Macaluso Sal Farrauto, Manager
Managing Director/CEO Hospitality/Sales

Brad Calder, Director
Operations/Events Delivery

DATE: 2000 November 24

SUBJECT: **HOSPITALITY SALES DEPARTMENT**
SALES ACTIVITY REPORT

RECOMMENDATION:

THAT THE HOSPITALITY SALES DEPARTMENT CONTINUE FOCUSING ON OUTSIDE SALES; and

THAT ALL ORGANIZATIONAL CHANGES AND ADDITIONS MADE TO THE HOSPITALITY SALES AND CLIENT SERVICES DIVISIONS IN ORDER TO ACHIEVE A FOCUS ON OUTSIDE SALES REMAIN IN TACT; and

THAT A FULL ANALYSIS BE PRESENTED TO THE JUNE, 2001 BOARD OF DIRECTORS.

FINANCIAL IMPACT:

- The "outside" Sales Department has confirmed a total of forty-eight (48) large bookings amounting to estimated revenues of \$2,511,000.
- An additional thirteen (13) bid proposals are outstanding/pending with clients amounting to \$967,000. If closure is successful the department will achieve 94% of its overall objective to attain 65 events. The Sales Objectives chart is attached as Appendix A. Confirmed bookings and outstanding bids are listed in Appendix B.

- Food, beverage and rental revenue attributed to local sales accounts for approximately fifty-three percent (53%) of the total annual food, beverage and rental revenue generated at the Convention Centre based on 1999 actuals. From January 1 to November 15, 2000 eighty-seven (87) new local event bookings were secured representing approximately \$350,000. in food, beverage and rental revenue.
- Repeat local business will produce approximately \$1,000,000. in food, beverage and rental revenue in 2000.
- HECFI's staffing complement of full time employees has remained unchanged. At the outset of the trial there was one temporary full-time contractual Sales Executive (who became a Client Services Executive) for which funds have been provided for in the 2000 and 2001 Operating Budgets. Funds for the one clerical support position retained in September have been allocated from the savings as a result of the termination of a Sales Executive position.

BACKGROUND:

Hospitality/Sales Division

- One of the initiatives of the department was to secure multi-year contracts with a number of our clients. This eliminates the risk of another city being selected and ensures multi-year revenues for HECFI. To date, six (6) multi-year deals have been confirmed (see attachment). An additional three, multi-year proposals have been submitted and are pending. NOTE: The multi-year confirmations have been recorded as single bookings. If each of the multi-year bookings is reported as individual conventions, the number of confirmed bookings will increase from forty-eight (48) to sixty (60).
- A total of twenty-one (21) bids were submitted and lost due to various reasons. If secured, potential estimated revenues would have amounted to \$766,000.
- The database of client names has been updated and reestablished with a total of approximately eleven hundred (1,100) requalified entries to date.
- The sales campaigns for "We Want You Back", Independent Meeting Planners, Medical, Corporate, Union, Arts, Agriculture, and Education have been completed. Amateur Sports, Food & Science, Professional Associations and Trade & Consumer Shows will be completed late this year or early next year.

- The CSAE Trillium Chapter Annual General Meeting was secured and held in June. This marks the first time it was held outside of Toronto and provided another opportunity to showcase the Hamilton Convention Centre to prospective clients.
- Confirmed business has been generated or bid proposals have been submitted in every sector which was identified in the 2000 Marketing Plan: religious union, medical, political, educational, professional, food & science, government, independent meeting planners and "We Want You Back".
- One of the important objectives of the marketing plan is to pursue and confirm "major" special events (national and/or international, extensive media, major economic impact) with the goal of attaining at least one for each of the upcoming years. This objective has been accomplished with the confirmation of the 2001 Juno Awards and the 2002 Bank of Montreal Canadian Championships (figure skating). A bid is currently pending for the 2003 World Junior Hockey Championship with a decision expected prior to December 31, 2000.
- The department organized, on behalf of the City of Hamilton, a very successful site inspection of the HECFI facilities and a civic luncheon for the Secretary General of the International Boxing Federation and key members of the 2008 Toronto Olympic Bid Committee.
- The department assisted in organizing and participated in the Hamilton booth at the Annual CSAE Convention and Tradeshow.
- Many of the other strategies outlined in the 2000 Marketing Plan have been employed including inviting prospective clients to HECFI events, image advertising, Client Appreciation night, staff training and attendance at industry marketplaces/conferences and monthly luncheons.
- The department has continued to work closely with our hospitality partners and the Region's Economic Development Department in exchanging lead information and participating in various sales initiatives/campaigns.

Client Services Division

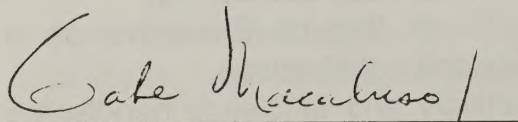
- Responsibilities and the associated staff complement relating to the booking and contracting of all local sales and contracting of all confirmed outside sales were transferred to the Client Services Division of the Operations/Events Delivery Department in order to facilitate the change in the sales focus of the Hospitality/Sales Division.

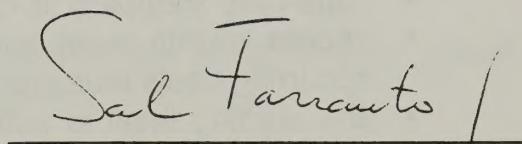
- The Client Services Division was subsequently reorganized internally to allow its staff to focus on the local and confirmed outside sales components of the business. Two (2) teams, each comprised of two (2) Client Services Executives and supported by one (1) secretarial position, concentrate specifically on either local or confirmed outside sales.
- The two (2) Client Services Executive positions dedicated to local sales are responsible for booking, negotiating, contracting, finalizing and co-ordinating this event activity. Since HECFI is not permitted to actively solicit local business, all new local sales are initiated by the client.
- The two (2) Client Services Executive positions dedicated to confirmed outside sales are responsible for negotiating food and beverage requirements, contracting, finalizing and co-ordinating this event activity. Since outside sales are comprised primarily of conventions, conferences, trade and consumer shows, the actual number of event bookings are less than those handled by the local sales executives. However, the annual revenue generated is slightly more in value. Outside sales also tend to be more complicated in terms of negotiation, contracting, finalization and co-ordination than that of local sales.
- The re-organization of the two divisions has proven beneficial to both our clients and the corporation in that:
 - "one-stop shopping" is now available to local business clients;
 - repeat clients work with the same Client Service Executive on a recurring basis thus providing continuity and consistency;
 - the staffing level is sufficient to effectively and efficiently handle the assigned workload while providing a level of personalized service which our clients have become accustomed to;
 - back up coverage is afforded in both divisions in the event of an unanticipated absence due to accident, illness, etc.

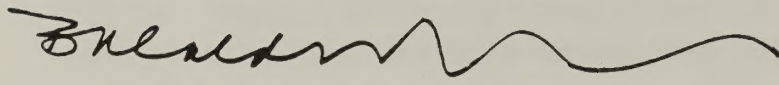
Summary

- The decision to restructure the sales activities has proven to be the right direction to take. The "outside" sales division has had success in securing a number of confirmed bookings and has a healthy number of outstanding proposals before clients at this time. The Client Services division has facilitated a steady flow of local business while offering *one stop shopping* and the continuity and consistency of service levels.

- The results of the first phase of the Transition Board's direction to its consultants to conduct an operating review of the HECFI facilities will not be finalized until the end of January. This outcome, together with the imminent transfer of the tourism and convention component of the Economic Development Department to an independent Convention and Visitors Bureau and its impact on HECFI sales and marketing strategies, forms the basis of our recommendation to continue to operate as presently structured and to re-evaluate this structure in six (6) months.


Gabe Macaluso
Managing Director/CEO


Sal Farrauto, Manager
Hospitality/Sales Division


Brad Calder, Director
Operations/Events Delivery

Hospitality/Sales Monthly Sales Objectives

	January		February		March		April		May		June		July		August		September		October		November		December		Total	
	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual	Object	Actual
Number of Phone Calls	50	65	200	170	400	275	400	168	400	128	400	120	200	80	200	200	400	254	400	285	400	223	200	0	3650	1886
Number of Direct Mail Pieces Issued	50	113	200	47	200	172	200	100	200	0	200	0	100	0	100	0	200	0	200	138	200	0	100	0	1950	570
Number of Appointments	5	10	20	23	60	16	60	30	60	25	60	16	25	10	25	25	60	36	60	41	60	23	30	0	525	238
Number of Bid Proposals/Letters Submitted	5	5	10	6	15	9	15	8	15	11	15	4	5	4	5	2	15	8	15	7	15	1	5	0	135	65
Number of Confirmed Events/Letters of Intent	4	1	6	7	6	7	6	3	6	5	6	4	4	2	4	2	6	5	7	4	6	8	4	0	65	48

Appendix B

1	Office of the Secretary of the Environment Canada	September 14-15, 2001	1000
2	Office of the Secretary of the Environment Canada	September 14-15, 2001	1000
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27	Office of the Secretary of the Environment Canada	September 14-15, 2001	1000

**HOSPITALITY SALES DEPARTMENT CONFIRMED
BOOKINGS FOR JANUARY TO MID-NOVEMBER 2000**

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
1.	Sports Distributors of Canada (3 year deal)	September 15-21, 2000 September 14-20, 2001 September 13-19, 2002	\$138,000.
2.	Catholic Curriculum Cooperative	October 19-21, 2000	70,000.
3.	Ontario 8 Ball Billiard Tournament (3 year deal)	February 14-18, 2001 February 13-17, 2002 February 12-16, 2003	120,000.
4.	North American University Hockey Championships	April 16, 2000	10,000.
5.	Canadian Union of Public Employees	May 23-25, 2002	35,000.
6.	Ontario Pharmacists' Association	June 6-10, 2001	50,000.
7.	Liberal Party of Canada (Ontario)	November 17-20, 2000	35,000.
8.	Steel City Open Karate Championship	June 23-24, 2000	10,000.
9.	401 8 Ball Billiard Tournament	November 10-13, 2000	10,000.
10.	Canadian Society of Association Executives Trillium Chapter Annual General Meeting	June 7, 2000	3,000.
11.	American Canadian Macedonia Orthodox Diocese	September 2-3, 2000	60,000.
12.	Nurse-to-Nurse Learning, Caring, Laughing	May 23-24, 2000	23,000.

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
13.	Michael DeGroote School of Business National Business Conference (3 year deal)	January 17-19, 2001 January 16-18, 2002 January 15-17, 2003	60,000.
14.	International Congress of Nitrogen Fixation	July 1-7, 2001	50,000.
15.	Ontario Marina Operators	November 19-21, 2000	20,000.
16.	Canadian Figure Skating Championships	January 10-13, 2002	400,000.
17.	Ontario Fruit & Vegetable Growers Association	February, 20-22, 2001	15,000.
18.	Juno Awards	February 25 – March 5, 2001	330,000.
19.	Automotive Parts Manufacturers Association	April 17-19, 2001	65,000.
20.	Ontario Association of Committee of Adjustment and Consent	June 3-6, 2001	17,000.
21.	Ontario Chamber of Commerce	May, 2005 (dates tba)	T.B.D.
22.	International Police Divers Symposium	September 14-15, 2001	14,000.
23.	Municipal Electric Association	September 5-7, 2000	26,000.
24.	Around the Bay Road Race	March 24-25, 2001 March 23-24, 2002 March 29-30, 2003	40,000.
25.	Water Environment Association of Ontario	April 13-17, 2002	50,000.
26.	15 th Annual Conference of First Night International	April 27-28, 2001	20,000.
27.	Mary Kay Cosmetics Conference	March 15-17, 2001	14,000.

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
28.	Christian Missionary Alliance in Canada	July 3-8, 2002	50,000.
29.	Insurance Brokers Association of Ontario	October 23-25, 2002	60,000.
30.	Fred Deely Imports – Harley Davidson Convention & Tradeshaw	July 18-July 25, 2001	50,000.
31.	Greater Alliance of Senior Drum & Bugle Band Convention	April 30-May 3, 2004	70,000.
32.	Canadian Psychological Association	June 11-15, 2003	31,000.
33.	Acquired Brain Injury Conference	May 3-4, 2001 May 2-3, 2002 May 1-2, 2003	63,000.
34.	Ontario Association of Optometrists	April 5-7, 2001 April 4-6, 2002 April 3-5, 2003	195,000.
35.	Municipal Electric Association	October 23-25, 2001	26,000.
36.	Catholic Curriculum Co-operative	October 18-20, 2001	70,000.
37.	Crimestoppers Youth Conference	November 19, 2001	7,000.
38.	Canadian Association of Emergency Physicians	April 17-20, 2002	47,000.
39.	American Association of Botanical Gardens & Arboretta	August 7-10, 2001	14,000.
40.	National Event Management “Franchise Business Consumer Show”	January 12-14, 2001	5,000.

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
41.	Van den Heuvel Wedding	December 2, 2000	7,000.
42.	Frisina Anniversary Reception	October 29, 2000	13,000.
43.	General Motors Canada Supplier Council	November 12-13, 2001	16,000.
44.	Hamilton-Burlington Real Estate Board, District Conference	May 14-15, 2001	11,000.
45.	Ontario Provincial Open Karate Championship	February 23-24, 2001	7,000.
46.	Gerontological Nursing Association -24th Annual Conference	November 7-8, 2002	10,000.
47.	Beau Monde Productions Bridal Show	October 14-20, 2001	10,000.
48.	World Conference on Disaster Management	June 24-27, 2001	64,000.

Total Confirmed Estimated Revenue	\$2,511,000.
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**HOSPITALITY SALES DEPARTMENT OUTSTANDING BIDS
PENDING SUBMITTED JANUARY TO MID-NOVEMBER 2000**

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
1.	Golden Curl Image Awards	June 23, 2001	25,000.
2.	Canadian Greenhouse Conference	October 8-10, 2002	40,000.
3.	Canadian Museums Association	April/May, 2003	30,000.
4.	Ontario Real Estate Association	February 25-28, 2003	33,000.
5.	St. John Ambulance (3 year deal)	October 26-28, 2001 October 25-27, 2002 October 24-26, 2003	90,000.
6.	Ontario Medical Association	April 23-27, 2003	57,000.
7.	General Motors Canada Supplier Council	November, 2003 November, 2005 November, 2007	48,000.
8.	Sports Distributors of Canada	January 18-24, 2002 January 17-23, 2003 January 16-22, 2004 January 28-Feb. 3, 2005	184,000.
9.	Ontario Fruit & Vegetable Growers Association	Feb. 26-28, 2002 Feb. 4-6, 2003 Feb. 10-12, 2004	45,000.
10.	World Junior Hockey Championships	December, 26, 2002- January 5, 2003	370,000.
11.	2008 Olympic Games Bid Boxing	September, 2008	T.B.D.
12.	North American University Hockey Championship 2001	April 15, 2001	10,000.
13.	Canadian Medical Association	Aug. 13-19, 2004	35,000.
		Potential Revenue	967,000.

**HOSPITALITY SALES DEPARTMENT BIDS
SUBMITTED AND LOST JANUARY TO MID-NOVEMBER 2000**

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
1.	Jenkins Show Productions (CC) -not ready to launch show in Hamilton	February 21-26, 2001	30,000.
2.	Canadian Automatic Merchandising Association -decided to remain in Toronto	May 16-18, 2002	14,000.
3.	Weekenders Conference & Fashion Show -decided to remain in Toronto	February 6-10, 2001	86,000.
4.	Ontario Youth Liberal Party -chose Windsor – self contained in one property	May 26-28, 2000	8,000.
5.	Canadian Hydrographic Association -chose Westin Harbour Castle (lakefront) – self contained in one property	April 27 – May 3, 2002	43,000.
6.	International Skating Union (ISU) 4 Continents Championship -chose Halifax Metro Centre	January 23 – Feb. 2, 2003	250,000.
7.	Navistar International Parts and Service Exposition and Conference -going east to Halifax, re-bid for 2002	September 25-27, 2001	40,000.
8.	Ontario Christian Home Educators Connection Convention -decided to stay at Redeemer College	May 4-5, 2001	11,000.
9.	International Association of Electrical Inspectors -had confirmed, then Board decided not to have a convention in 2001	September 28-30, 2001	20,000.
10.	Guild Stationers Ltd. -not ready to proceed with show		7,000.

<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
11. Ontario Veterinary Technicians -decided to remain in Guelph	February 21-23, 2002	15,000.
12. Progressive Conservative Party of Canada -undecided at this time, released space due to alternate convention challenge (Catholic Curriculum) -may still choose alternative dates	October 18-21, 2001	50,000.
13. Pentecostal Assemblies of Canada Western Ontario Men's Conference -postponed until 2002, no dates on hold	September 23-26, 2001	18,000.
14. Pentecostal Assemblies of Canada Women's Ministries -not proceeding with conference at this time	April 15-17, 2001 April 19-21, 2002	24,000.
15. Ontario District S.P.E.B.S.Q.S.A. (Barbershoppers) -too costly at HCC, no space available at Hamilton Place	July 3-8, 2002	50,000.
16. United Nations Model Conference -1 st time conference, could not get organized for 2001, may proceed in 2002	February 25-March 1, 2001	20,000.
17. Ontario Network of Employment Skills Training Projects -staying in Toronto Hotel property due to overall costs at HCC & Sheraton too high	April 11-13, 2001	10,000.
18. Ontario Association of School Business Officials -booked in 2001, Board decided on London for 2002	May 8-10, 2002	20,000.
19. International Ostomy Association -going to Ramada Plaza Hotel	October 13-16, 2001	10,000.

	<u>EVENT</u>	<u>DATES</u>	<u>ESTIMATED REVENUE</u>
20.	Canadian Institute of Food Service And Technology -initial letter of intent received and confirmed -association partnering with another association for larger joint conference in 2003, therefore, decided on Toronto -client looking at Hamilton in 2005	June 1-3, 2003	30,000.
21.	Ontario Association of Medical Radiation Technologists -decided to go to Sheraton Parkway North – due to major Torontonians on Board this term	May 1-6, 2001	10,000.

Lost Potential Revenue \$766,000.

2

CATHOLIC CURRICULUM COOPERATIVE

Central and Western Ontario Region

40 Matheson Blvd. West, Mississauga, ON L5R 1C5

Tel: (905) 890-0708 Ext 4219 or 4365 Fax: (905) 890-1002

November 17, 2000

Karen Dowhan
Hospitality Sales Executive
1 Summers Lane
Hamilton, ON L8P 1Y2

Dear Karen,

Re: When Faith Meets Pedagogy Conference

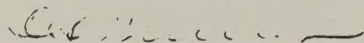
As you are aware, I brought our conference to Hamilton as our last and only resort. My experience of running several conferences, including a mega-project of putting 65,000 people into a faith event at the SkyDome, suggested to me that many of our registrants would not travel to Hamilton. As it turned out, my fears were partially realized – instead of the usual 300 registrants from Toronto, we received less than 75. But, through marketing innovations on our part, we were able to attract more registrants from other boards, thus making it our biggest conference to date.

I was once heard to say I wouldn't come to Hamilton with a gun to my head – yet, we're back for 2001. I think it is important for you and your management team to know why. Over my career, I've been directly involved in the organizing of over a dozen major conferences held at many different venues – Regal Constellation, Skyline, International Centre, Toronto Congress Centre, Inn on the Park etc. No one – and I mean no one – gave us the service and attention your staff provided. And when I say staff, I include the shipper, the cleaning staff, senior management, catering staff and on and on. At our planning committee debrief meeting, held very shortly after the conference, time and time again people praised your staff for the cooperation and "extra mile" service. Your staff quickly, easily and efficiently handled the usual and unusual problems that surface at all conferences. We didn't need to go searching for help – help was always available. Everyone on your staff was committed to helping us have the best conference possible.

A word about the food – the comments from our evaluation sheets rated the quality and quantity as superlative.

My committee and I look forward to a bigger and better conference in 2001.

Regards,



Dr. Don Mullin
Executive Director
Catholic Curriculum Cooperative



**CITY OF HAMILTON AND
REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH**

Community Services Division
Culture and Recreation Department
Telephone (905) 546-3967
Facsimile (905) 546-2338
mhavelka@city.hamilton.on.ca

**Marilynn Havelka
MANAGER OF CULTURE & EVENT SERVICES**

2000 October 24

Gabe Macaluso
Managing Director/CEO
HECFI
10 MacNab St. S.
Hamilton, ON L8P 4Y3

Dear Gabe:

I write to thank you and the HECFI board for generously providing space for the Olympic Museum Lausanne to be housed in the Studio Theatre from June 19th to July 8th. As you know the museum was part of the cultural experience within the programme of the International Children's Games.

The Studio Theatre was quite a challenge but with the help of many volunteers, staff, including those from HECFI, we were able to transform the space into a colourful museum exhibition, which I'm told created an ambience similar to the Lausanne Museum.

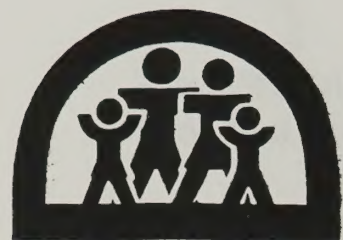
During its 3 weeks duration over 1800 attended the exhibit, including many visitors from other countries and former Olympic athletes.

In particular, I would like to thank Rich Rakoczy, Bella Malavolta and Barry Anderson for all their assistance. Their support and assistance provided throughout the museum project was not only greatly appreciated but desperately needed to make the museum experience a success.

Sincerely,

Marilynn Havelka
Manager of Culture and Event Services

MH/cf



Dominic Verticchio, Executive Director

the children's aid society

OF HAMILTON-WENTWORTH

November 2, 2000

Mr. John Elder
H.E.C.F.I.
101 York Boulevard
Hamilton, ON L8R 3L4

Dear John

Thank you so much for the tickets to the Ice Capades on Wednesday, November 1st. Your generous offer was greatly appreciated by the foster families who attended.

In addition to this many of our foster parents and children had the opportunity to ride in a limo, courtesy of Asti's Limousine. They had a ball!! This was definitely a once in a lifetime opportunity for many of them.

Once again, on behalf of this agency and the vulnerable children we care for, thank you for your continued generosity and kindness. Your thoughtfulness and support will be remembered always!

Sincerely,

(Mrs.) Paula Pace
Public Relations Officer



fxo

October 24, 2000

Ms Debra Vivian, Manager of Marketing and
Public Relations
Hamilton Entertainment & Convention Facilities Inc.
10 MacNab Street South
Hamilton, ON L8P 4Y3

Dear Ms ~~Vivian~~: *Debra*

How nice to hear from HECFI again! We gratefully acknowledge this very generous gift of \$16,000.00 to *The Spectator Summer Camp Fund* and enclose our receipt for income tax purposes.

This special Fund, established by The Spectator in 1984, has provided thousands of young children with the opportunity to experience the excitement of summer camp. These camping experiences allow local, disadvantaged children the chance to learn new skills, make new friends, raise self esteem, and more importantly, have lots of fun!

Last year \$108,780 was raised by a community wide effort of generous people just like you. Your gift will once again, continue to allow many children to enjoy summer camp.

Thank you for your support.

Yours sincerely,

Pat Collins
Publisher
Hamilton Spectator

Cheryl L. Soderlund
Director of Development
Hamilton Community Foundation



COMMUNITY
FOUNDATION
Serving Hamilton-Wentworth & Burlington

Fund Managed by the Hamilton Community Foundation, 2 King Street West, Plaza Level, Hamilton, Ontario L8P 1A1 Tel: (905) 523-5600

3

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

SPECIAL MEETING OF THE BOARD OF DIRECTORS

**Thursday, November 9, 2000
12:00 P.M.
Hamilton Convention Centre
Room 314**

MINUTES

PRESENT:

Alderman T. Anderson, Chair
Mrs. M. Dow, Second Vice Chair
Alderman B. Kelly
Ms. B. Campbell
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. W. Ingleby
Mr. S. Monzavi

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. S. Farrauto
Ms. D. Vivian

REGRETS:

Mayor R. Morrow
Alderman B. Charters
Alderman R. Corsini
Mr. J. Nelson
Mr. A. Skrynpiak

1. Opening Remarks

The Chair welcomed everyone and called the meeting to order at 12:15 p.m.

2. Correspondence

Nil

3. Minutes of Meeting Held October 25, 2000

MOVED by Mr. DeCaria, seconded by Mr. Deys that

THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 25, 2000

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Private and Confidential

MOVED by Alderman Kelly, seconded by Mr. Baboth that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:16 P.M.

MOTION CARRIED.

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:50 P.M.

MOTION CARRIED.

The following recommendation was carried following the adjournment of the In-Camera session:

World Junior Hockey Championship 2003

MOVED by Ms. Campbell, seconded by Alderman Kelly that

THE H.E.C.F.I. BOARD OF DIRECTORS APPROVE A BID TO HOST, ON BEHALF OF THE CITY OF HAMILTON, THE WORLD JUNIOR HOCKEY CHAMPIONSHIP, 2003.

MOTION CARRIED.

6. New Business

6.1 Winter Olympics : Training Camp

The CEO was directed to pursue the training camp for the coming Winter Olympics. It was noted that Wayne Gretsky and Pat Quinn have recently been named to manage and coach Canada's team.

6.2 Concerts : Ivor Wynn Stadium

Management reported that event promoters are prepared to offer concert dates utilizing Ivor Wynn but that the City's representative, Bill Moffatt, has indicated \$300,000. in upgrades to the stadium are required before any such booking can take place. It was agreed that Aldermen Anderson and Kelly will discuss this issue with City Council.

7. Other Business

Nil

8. Date of Next Meeting

Wednesday, November 29, 2000

9. Adjournment

The meeting adjourned at 1:00 p.m.

TAKEN AS READ AND APPROVED

Alderman T. Anderson, Chair

Patricia Bennett, Secretary

- INFORMATION -

MEMO TO: **HECFI Board of Directors**

FROM: Mr. G. Macaluso
Managing Director/CEO

Mr. S. Farrauto
Hospitality Sales Manager

DATE: November 21, 2000

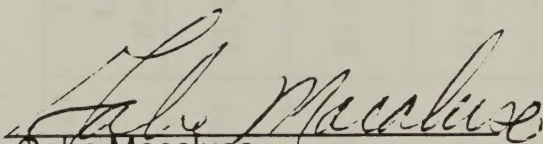
SUBJECT: **HCC HISTORICAL REVENUE ANALYSIS**

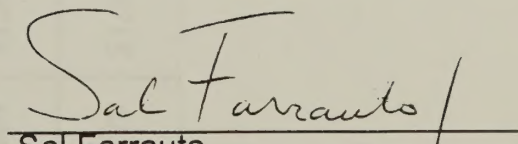
At the October 25th, 2000 meeting of the HECFI Board of Directors, staff was requested to prepare a report outlining historical data of revenues and the number of events held at the Hamilton Convention Centre. Attached are a number of analyses which outline this information from 1994 to 1999.

A number of key observations can be made from the analyses:

- Event revenue is volatile from year to year dependent on activity levels confirmed at the Hamilton Convention Centre. Revenue levels have increased by \$705,356 or 31.2% from \$2,261,873 in 1994 to \$2,967,229 in 1999.
- The number of events held at the Hamilton Convention Centre have increased by 83 or 20% from 413 in 1994 to 496 in 1999.
- In the last three years, there has been a dramatic shift in the difference between local revenue verses outside revenue. In fact in 1997, outside revenue surpassed local revenue. This demonstrates that with increased local competition, the HCC sales department has been able to replace and increase revenue levels based on outside business, as well as price increases. In summary, increased sales efforts in the outside markets are providing results.

Respectfully submitted


Gabe Macaluso
Managing Director/CEO


Sal Farrauto
Hospitality Sales Manager *sb.*

MEMO TO: HON. CHIEF OF BUREAU

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SUBJECT: [illegible]

DATE: [illegible]

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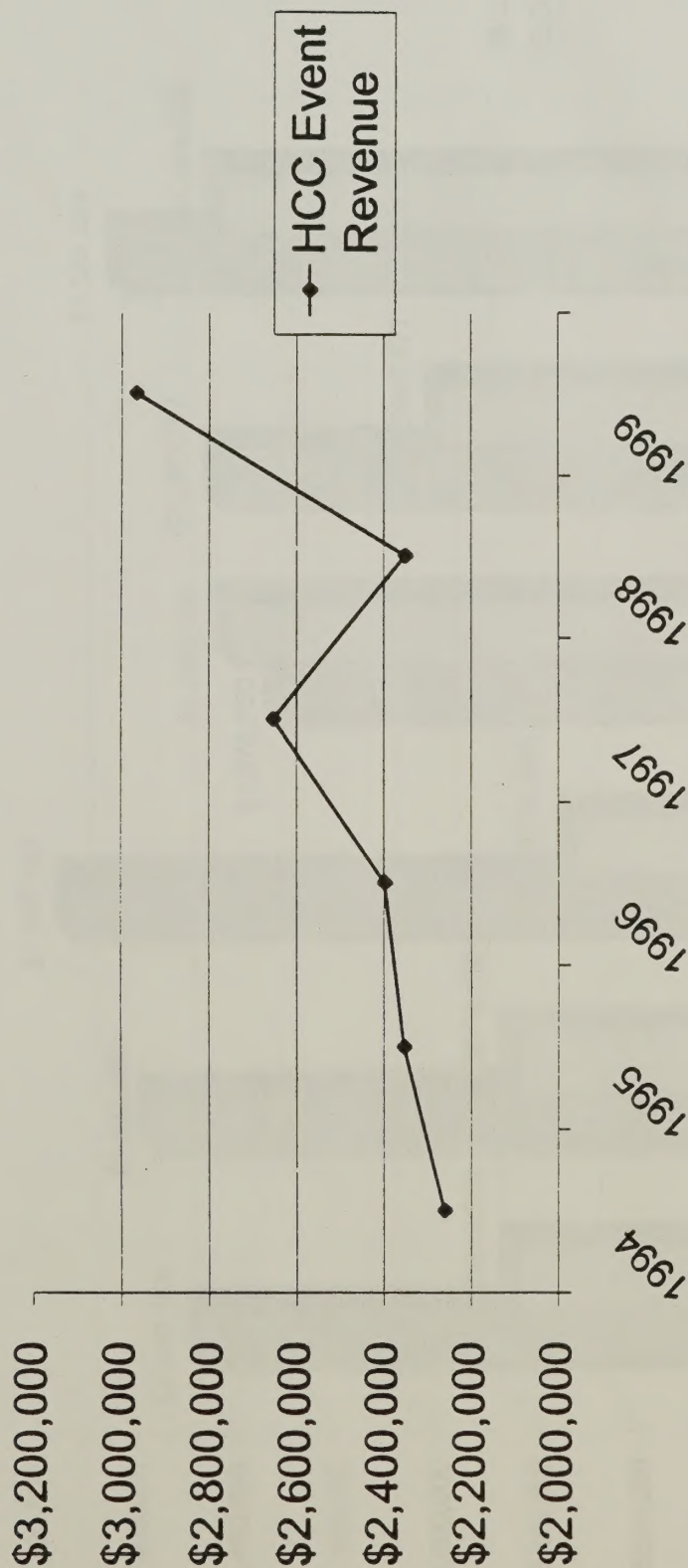
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Hamilton Convention Centre **Revenue Analysis by Origin of Event, 1994-1999**

	Total Event Revenue	Total Local Revenue	% of Total	Total Outside Revenue	% of Total	Total # of Events	# of Local Events	% of Total	# of Outside Events	% of Total
1994	\$2,261,873	\$1,442,264	63.8%	\$ 819,609	36.2%	413	314	76%	99	24%
1995	\$2,354,813	\$1,536,663	65.3%	\$ 818,150	34.7%	392	286	73%	106	27%
1996	\$2,399,240	\$1,697,591	70.8%	\$ 701,649	29.2%	432	331	76.6%	101	23.4%
1997	\$2,653,908	\$1,278,750	48.2%	\$1,375,158	51.8%	393	276	70.2%	117	29.8%
1998	\$2,351,664	\$1,395,987	59.4%	\$ 955,677	40.6%	498	361	72.5	137	27.5%
1999	\$2,967,229	\$1,581,694	53.3%	\$1,385,535	46.7%	496	336	67.7	160	32.3%

Hamilton Convention Centre Analysis of Event Revenue 1994-1999



	1994	1995	1996	1997	1998	1999
HCC Event Revenue	\$2,261,873	\$2,354,813	\$2,399,240	\$2,653,908	\$2,351,664	\$2,967,229
Number of Events	413	392	432	393	498	496

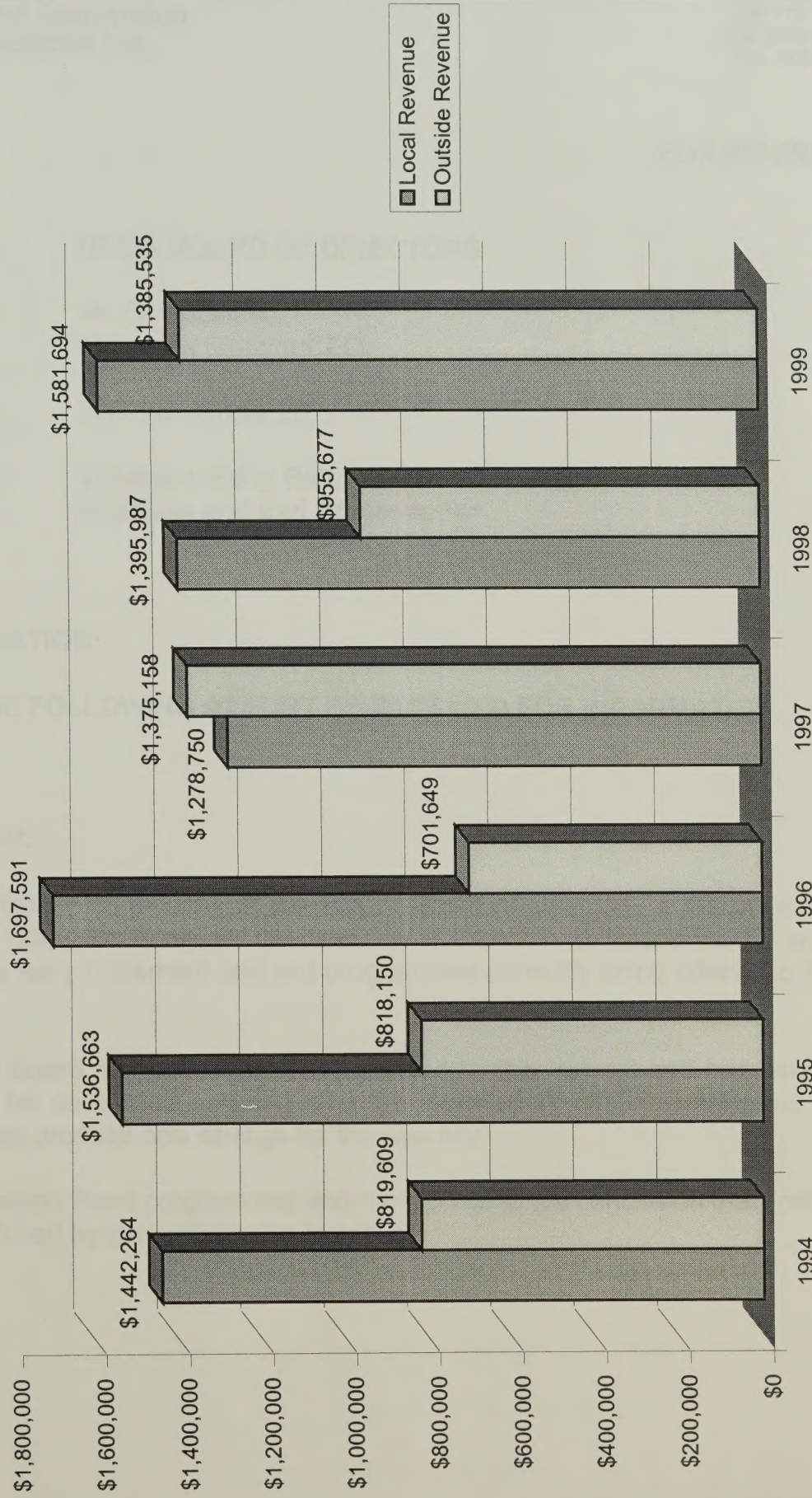
Year	1990	1995	2000	2005	2010	2015	2020	2025
Population (millions)	5.3	5.5	5.7	5.9	6.1	6.3	6.5	6.7
GDP (trillions of USD)	1.5	1.8	2.1	2.4	2.7	3.0	3.3	3.6
Life expectancy (years)	72	74	76	78	80	82	84	86

Year



Source: World Bank, UNICEF

Hamilton Convention Centre Revenue Analysis By Origin of Event 1994-1999



Note: Local revenue consists of revenue booked within Hamilton-Wentworth region and Burlington

Figure 1: Comparison of the performance of the proposed method with the existing methods for the detection of the faults in the power system.

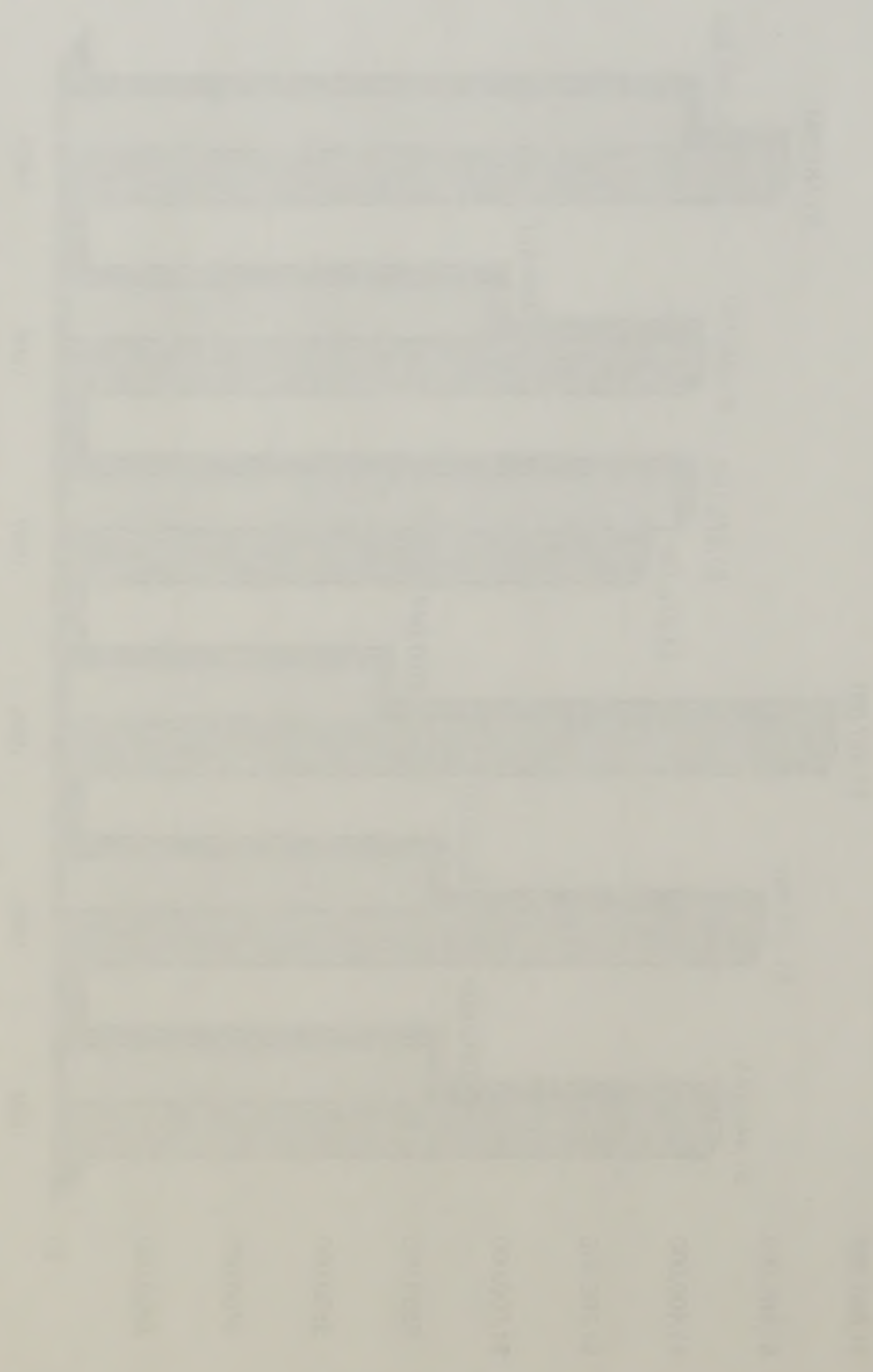


Figure 1: Comparison of the performance of the proposed method with the existing methods for the detection of the faults in the power system.



**Hamilton
Entertainment
and Convention
Facilities Inc.**

One Summit
Hamilton, Ontario
L8P 4Y2
Tel. (905) 546-3000
Fax. (905) 546-3002

4.2

FOR INFORMATION

MEMO TO : HECFI BOARD OF DIRECTORS

**FROM : Mr. G. Macaluso,
Managing Director/CEO**

DATE : 2000 November 20

**SUBJECT : Voluntary Early Retirement
Incentive and Exit Programmes**

RECOMMENDATION:

THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION.

BACKGROUND:

At the 2000 October 25 meeting of the HECFI Board of Directors, a motion was carried requesting the Transition Board for the New City of Hamilton to include HECFI employees in the voluntary early retirement and exit programmes currently being offered to municipal employees.

The Transition Board has subsequently responded to this request and has asked that a business plan be developed outlining how the inclusion of HECFI employees in these programmes can produce cost savings for the new city.

Staff have reviewed these programmes and have come to the conclusion that cost savings cannot be produced by our participation in same.

Specifically;

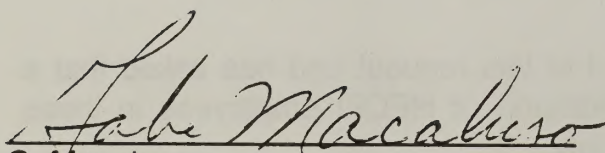
1. Voluntary Early Retirement Incentive Programme (VERP)

In order to qualify for this programme, employees must obtain the 80 factor (combined age and years of service) prior to 2001 December 31. Of HECFI's forty-nine (49) full time employees, three (3) will satisfy this requirement. Discussions were held with each of these three (3) employees and all indicated an unwillingness to participate in the programme due to the lack of monetary incentive and personal financial reasons.

Since this programme is voluntary for those who qualify, there is no reason to pursue this matter further without the willingness of the affected employees to participate.

2. Voluntary Exit Program (VEP)

In order for HECFI and the new city to achieve cost savings through participation in this programme, the positions vacated by exiting employees could not be backfilled on a full time basis. Management has reviewed the organizational structure and does not believe that further downsizing of the staff complement can be achieved without having a detrimental effect on remaining employee workload, productivity and morale thus affecting our delivery of service. It may be possible to fill vacated full time positions with part time employees however, cost savings would be insignificant and these employees may not bring the same level of commitment and dedication to their work that a full time employee would. Management cannot foresee any benefit monetary or otherwise to this programme.



G. Macaluso,
Managing Director/CEO



Financial Summary
For The Ten Month Period Ended October 31, 2000

**Actual Results For
The Ten Month
Period Ended
October 31, 1999**

		(1) <u>Budget</u>	(2) <u>Actual</u>	(3) <u>Favourable <Unfavourable> Budget Variance</u>
\$6,566,866	Revenue	\$5,822,941	\$6,410,101	\$587,160
<u>7,963,981</u>	Expenses	<u>7,649,267</u>	<u>8,306,902</u>	<u>(657,635)</u>
	Excess of Expenses			
<u>\$1,397,115</u>	Over Revenue From Operations	<u>\$1,826,325</u>	<u>\$1,896,801</u>	<u>\$ (70,475)</u>

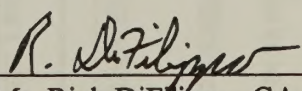
Comments:

HECFI's municipal contribution was over-expended by \$70,476 (see row 3, column 3 above) for the ten month period ended October 31, 2000. This represents a decrease of \$114,245 in the over-expended amount that was reported to you last month for the nine month period ended September 30, 2000.

The favourable results for the month arose primarily as a result of attaining higher than budgeted activity levels at the Hamilton Convention Centre and Hamilton Place combined with reduced spending. The reduction in expenses is due to the implementation of spending restrictions and to attaining operational efficiencies.

The unfavourable results for the ten month period ended October 31, 2000 arose primarily due to lower than anticipated revenues being generated at Copps Coliseum combined with higher than expected levels of spending in maintenance.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, CA
Manager of Business Services

20 November 2000

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

REVENUE	Budgeted Operating Results For The Ten Month Period Ended October 2000		Actual Operating Results For The Ten Month Period Ended October 2000		Favourable/ (Unfavourable) Budget Variance		Actual Operating Results For The Ten Month Period Ended October 1999
	(1)	(2)	(3)	(4)	(5)	(6)	
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,350,100	\$1,084,186	\$1,101,757	\$17,571	1.6%	\$1,475,718	
OTHER RENTALS	559,440	450,009	320,811	(129,198)	-28.7%	340,939	
FOOD, BEVERAGE AND CONCESSIONS	2,500,100	1,835,717	2,369,493	533,776	29.1%	2,095,538	
RECOVERIES	2,521,170	1,957,637	2,098,030	140,393	7.2%	2,090,106	
BOX OFFICE	342,240	273,640	285,510	11,870	4.3%	337,765	
OTHER	340,850	221,752	234,500	12,748	5.7%	226,800	
TOTAL REVENUE	\$7,613,900	\$5,822,941	\$6,410,101	\$587,160	10.1%	\$6,566,866	
EXPENSES BY DEPARTMENT / SECTION							
OPERATIONS-ADMINISTRATION	\$283,080	\$235,604	\$232,546	\$3,058	1.3%	\$230,159	
FOOD AND BEVERAGE	1,940,110	1,464,180	1,901,952	(437,772)	-29.9%	1,635,219	
EVENTS DELIVERY	2,691,110	2,124,850	2,448,204	(323,354)	-15.2%	2,315,880	
BUILDING OPERATIONS	1,682,970	1,394,092	1,472,496	(78,404)	-5.6%	1,487,706	
MARKETING AND PROMOTION	1,673,980	1,336,479	1,213,024	123,455	9.2%	1,230,159	
ADMINISTRATION-CEO/BOARD	503,400	421,063	400,593	20,470	4.9%	406,939	
PROFESSIONAL FEES	30,000	16,670	1,088	15,582	93.5%	(420)	
BUSINESS SERVICES	391,850	314,606	308,414	6,192	2.0%	316,642	
BOX OFFICE	332,500	276,461	263,237	13,224	4.8%	273,386	
INSURANCE	92,360	65,262	65,348	(86)	-0.1%	68,311	
TOTAL EXPENSES	\$9,621,360	\$7,649,267	\$8,306,902	(\$657,635)	-8.6%	\$7,963,981	
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,007,460	\$1,826,326	\$1,896,801	(\$70,475)	-3.9%	\$1,397,115	
CONTRIBUTION FROM THE CITY	\$2,007,460	\$1,826,326	\$1,826,326	\$0	0.0%	\$1,831,243	
UNDER (OVER) EXPENDED	\$0	\$0	(\$70,475)	(\$70,475)	0.0%	\$434,128	
MUNICIPAL CONTRIBUTION							

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

STATUS REPORT ON HECFI REVENUE FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2000

Hamilton Convention Centre	Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	
2000 Actual	406,218	2,655,779	209,908	1,046,718	220,043	2,418,896	880,032 6,410,101
2000 Budget	302,530	2,108,818	132,592	852,444	267,998	2,584,869	722,997 5,822,941
Favorable/ (Unfavorable) Variance	103,688	546,961	77,316	194,274	(47,955)	(165,973)	157,035 587,160

COMPARISON TO PRIOR YEAR'S ACTUALS

Hamilton Convention Centre	Hamilton Place		Copps Coliseum		Corporate *		TOTAL HECFI
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	
2000 Actual	406,218	2,655,779	209,908	1,046,718	220,043	2,418,896	880,032 6,410,101
1999 Actual	491,236	2,521,201	169,228	922,532	181,540	2,776,578	860,047 6,566,866
Favorable/ (Unfavorable) Variance	(85,018)	134,578	40,680	124,186	38,503	(357,682)	19,985 (156,765)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

05.2

2.2

1. The following information is for the purpose of providing a general overview of the project and is not intended to be used as a basis for any specific analysis or conclusions.

2. The information provided in this document is based on the best available data and is subject to change as more information becomes available.

3. The information provided in this document is for informational purposes only and should not be used for any other purpose.

Project Name	Location	Status	Start Date	End Date	Duration	Budget	Actual Cost	Variance	Risk Level	Comments
Project A	Location A	Completed	2020-01-01	2020-03-31	90 days	\$100,000	\$95,000	\$5,000	Low	Project completed successfully.
Project B	Location B	In Progress	2020-04-01	2020-06-30	90 days	\$200,000	\$180,000	\$20,000	Medium	Project is on track.
Project C	Location C	On Hold	2020-07-01	2020-09-30	90 days	\$150,000	\$100,000	\$50,000	High	Project is on hold due to budget constraints.
Project D	Location D	Planned	2020-10-01	2020-12-31	90 days	\$300,000	\$0	\$300,000	Low	Project is planned for next quarter.
Project E	Location E	Completed	2021-01-01	2021-03-31	90 days	\$120,000	\$115,000	\$5,000	Low	Project completed successfully.
Project F	Location F	In Progress	2021-04-01	2021-06-30	90 days	\$180,000	\$160,000	\$20,000	Medium	Project is on track.
Project G	Location G	On Hold	2021-07-01	2021-09-30	90 days	\$160,000	\$110,000	\$50,000	High	Project is on hold due to budget constraints.
Project H	Location H	Planned	2021-10-01	2021-12-31	90 days	\$250,000	\$0	\$250,000	Low	Project is planned for next quarter.
Project I	Location I	Completed	2022-01-01	2022-03-31	90 days	\$110,000	\$105,000	\$5,000	Low	Project completed successfully.
Project J	Location J	In Progress	2022-04-01	2022-06-30	90 days	\$190,000	\$170,000	\$20,000	Medium	Project is on track.
Project K	Location K	On Hold	2022-07-01	2022-09-30	90 days	\$170,000	\$120,000	\$50,000	High	Project is on hold due to budget constraints.
Project L	Location L	Planned	2022-10-01	2022-12-31	90 days	\$280,000	\$0	\$280,000	Low	Project is planned for next quarter.

4. The information provided in this document is for informational purposes only and should not be used for any other purpose.



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